ACHIEVE

Informatión para Personas de Habla Hispana

Información para Personas de Habla Hispana 68–81

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 GED o 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 pueda beneficiar de la educación ofrecida, O BIEN
- Un estudiante de la escuela secundaria con la aprobación especial.

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

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

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

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

PROCEDIMIENTOS PARA LA ADMISIÓN

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

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

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

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

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

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

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

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

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

ESTUDIANTES INTERNACIONALES

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

1. Las fechas límite para presentar la solicitud son: para el semestre de otoño, las solicitudes deberán presentarse antes de finales de abril. Para el semestre de primavera, las solicitudes deberán presentarse antes de finales de noviembre. **Las fechas límite están sujetas a cambios.**
2. Los estudiantes F-1 deben pagar la inscripción correspondiente a estudiantes internacionales y los cargos de inscripción y servicios de salud. El Horario de Clases de Syline contiene una lista actualizada de los cargos obligatorios.
3. Los estudiantes con la Visa F-1 deben realizar un programa completo de estudios (un mínimo de 12 unidades cada semestre de otoño y primavera). De acuerdo a las regulaciones SEVIS, el incumplimiento de este requisito resultará en que el estudiante pierda su condición de estudiante internacional.
4. Los estudiantes con la Visa F-1 pueden inscribirse a un máximo de seis semestres.
5. Requisitos de admisión para estudiantes con la Visa F-1:
   a. Los solicitantes deben completar la Solicitud para Estudiantes Internacionales disponible en la página de Internet de Skyline: **www.smccd.edu/accounts/skyinternational** 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 extrangera 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 Collehe y sus papeles estén en regla con los Servicios de Immigración 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 inscrbirse en Skyline College a medio tiempo. Estos estudiantes pueden inscrbirse 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:
   - Mantenener registro de voto en otro estado.
   - Asistir a una institución en otro estado como residente de este otro estado.
   - Declarar no ser residente de California para efectos de impuesto.
   - Renovar una licencia de conducir y/o registrando un vehículo en un otro estado durante el tiempo en que se afirma tener la residencia de California
   - Entablar una petición de divorcio en otro estado

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

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

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

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

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

1. El estudiante es menor de edad con asistencia continua a Skyline College, cuyos padres establecieron residencia en California (por un año), y quienes dejaron el estado, puede ser clasificado como residente hasta que haya cumplido 18 años y obtenga residencia por sí mismo.
2. Un estudiante activo en el servicio militar, basado en California, y que no haya sido asignado a California por razones académicas.
3. Un estudiante cumple con los criterios como un joven de crianza.
4. Un estudiante que es hijo(a) dependiente (natural, adoptado, hijastro), o cónyuge de una persona activa en el servicio militar y basado en California, es clasificado como residente por el mínimo tiempo necesario para convertirse en residente.
5. Un estudiante que trabaja de tiempo completo, o es hijo/a, o cónyuge de una persona que trabaja de tiempo completo en una institución educacional o cualquier agencia estatal de California puede ser considerado para la residencia de California hasta que 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, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, TN y TD y a sus dependientes. Un estudiante que no tenga una visa válida queda excluido de establecer residencia en California. Los no inmigrantes no están excluidos de establecer residencia solamente en base a su situación como extranjeros. Ellos pueden ser clasificados como residentes si satisfacen los requisitos de la ley estatal. La información sobre el precio de inscripción y reembolso puede ser encontrada en la sección "Política de Precios de Matrícula/Reembolso" de este catálogo.

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

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

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

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

EXCEPCIÓN DE CUOTA DE INSCRIPCIÓN PARA EL ESTUDIANTE NO RESIDENTE

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

1. Cualquier estudiante que no sea inmigrante bajo 8 U.S.C. 1101 (a) (15), debe estar exento de pagar la cuota de no residente en cualquier Community College del Districto 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 solcitud 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 consejeria 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 12 unidades en la sesión de verano sin la aprobación especial de un consejero, o el Decano de Orientación. Esta limitación de unidades incluye todos los cursos del día, de la noche, del programa de fin de semana, o de cualquier otro colegio o universidad.

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

La condición de la inscripción se define de la siguiente manera: Tiempo completo=12+ unidades; tres 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 ACADEMICOS

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

GASTOS ADICIONALES

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

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

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

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

11. 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.
12. 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 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. **Aprobar/Fallar:** Cada division del colegio puede designar cursos en los que un estudiante es evaluado unicamente en base a Aprobar/Fallar. 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
P	Aprobar (al menos satisfactorio C o mejor)	0
NP	Fallar (menos que satisfactorio o reprobación)	0

3. **Opciones de Aprobar/Fallar:** Los estudiantes pueden elegir ser calificados con letra o "Aprobar/Fallar".

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

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

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

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

Símbolos no Evaluativos

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. 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.

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

HONORES ACADÉMICOS

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

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

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

REPORTES DE CALIFICACIONES FINALES

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

www.SkylineCollege.edu

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 Educacionales para Veteranos (ver "Veteranos y sus Dependientes" en el Catálogo) pueden ser diferentes. Los estudiantes deben consultar con la oficina específica para requisitos de elegibilidad en los programas que les incumban.

PERÍODO DE PRUEBA ACADÉMICA

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

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

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

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

ELIMINACIÓN DEL PERÍODO DE PRUEBA

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

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

EXPULSIÓN

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

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

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

Un estudiante expulsado debe reunirse con un consejero del Programa de Éxito Escolar para ser reintegrado al Colegio y permirle 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.

POLITICA DE REANUDACIÓN ACADÉMICA

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

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

Unidades	Promedio
9	3.5
15	3.0
21	2.5
24	2.0

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

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

Cuando un curso académico es mitigado de ser calculado en el promedio, las calificaciones académicas permanentes del estudiante serán 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 hasta dos calificación menor al promedio aceptable (D, F, NP, NC). 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, P 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. NP o NC después de repetir una clase tres veces.

   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.

   Si, para los estudiantes con calificaciones estándar (A, B, C, P, CR) y bajas (D, F, NP, NC).

5. El curso más reciente fue hace más de tres años.

   Si, para los estudiantes con calificaciones estándar (A, B, C, P, CR) y bajas (D, F, NP, NC).

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 hasta tres calificaciones bajas (D, F, NP, NC). Deberán presentarse documentos que prueben las circunstancias atenuantes relacionadas específicamente con las fechas del curso que se va repetir.

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 (WAIII)

La misión del Programa de Capacidad para Trabajar III es ayudar a personas con impedimentos a obtener y retener empleo competitivo. WAIII representa un programa de cooperación entre Skyline College y el Departamento de Rehabilitación de California (DOR). WAIII 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 WAIII 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 programa de préstamos de calculadoras. Además, los estudiantes de EOPS que son solteros cabeza de familia que reciben AFDC/TANF o CalWORKs y educan a un niño menor de 14 años, llenan los requisitos para el Programa Recursos de Agencias Cooperativas (CARE). CARE ofrece servicios adicionales y apoyo a estudiantes en 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 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 unicamente 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 comiezo 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 el el primer piso del Edificio 5 y contiene los siguientes laboratorios:

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

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

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

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

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

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

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

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

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

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

PUENTE

Fundado en 1981, el Programa Puente es un galardonado programa nacional, que ha mejorado la rata de asistencia al colegio de miles de estudiantes menos representados en la educación en California. La misión original del programa fue incrementar el número de estudiantes Chicanos/Latinos que se transfieren a universidades de cuatro años. Hoy en dia, 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 continuar en el Semestre de Primavera. Se recomienda insitentemente a los estudiantes de Puente que en el otoño se matriculen simultáneamente en Inglés 846 AP (Conexiónes entre Lectura y Composición) y Carrera 650 AP (Seminario de Puente), ya que su contenido está relacionado. En la primavera, los estudiantes continuarán con Inglés 100 AP (Composición)

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

LA MUJER EN TRANSICIÓN (WIT)

El Programa para la Mujer en Transición (WIT) está 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.**

ACHIEVE

Degrees & Certificates

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Associate Degree Requirements

ASSOCIATE IN ARTS DEGREE ASSOCIATE IN SCIENCE DEGREE

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

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

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

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

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. **Critical Thinking** – Demonstrate critical thinking skills in problem solving across the disciplines and in daily life.
2. **Effective Communication** – Communicate and comprehend effectively.
3. **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.
4. **Information Literacy** – Demonstrate skills central to information literacy.
5. **Computer Technology Literacy** – Demonstrate skills central to computer technology literacy.
6. **Lifelong Wellness** – Demonstrate an understanding of lifelong wellness through physical fitness and personal development.

GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

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

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

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

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

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

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

At the time of catalog publication, the following degrees are pending approval by the State Chancellor's Office: AS-T in Mathematics and AA-T in Psychology. Additional majors are being developed. Please see a counselor for more information.

Requirements

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

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Degrees/Certificates section of the catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 247 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 249 for more information).

TRANSFER OF CREDIT AND GRADUATION AND/OR CERTIFICATE PROGRAM REQUIREMENTS

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

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

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.

CERTIFICATE REQUIREMENTS

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

ASSOCIATE DEGREE REQUIREMENTS

A. RESIDENCE REQUIREMENT

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

B. SCHOLARSHIP REQUIREMENT

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

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:

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

Additional Associate Degrees and Certificates

A student may earn multiple Associate Degrees and Certificates from Skyline College. Each **state-approved** degree or certificate (12 or more units) 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 Writing/Reading 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. WRITING/READING
   Satisfactory completion of English 100 or English 105, or equivalent, or higher.
2. MATHEMATICS/QUANTITATIVE REASONING
   a. Eligibility for Math 130, 150, 200, 201 or 241 or higher as determined by a Skyline College approved placement test; or

b. Satisfactory completion of Math 120 or equivalent, or higher; or
c. Satisfactory completion of any course having at least Math 120 (Intermediate Algebra) as a prerequisite.

3. INFORMATION LITERACY
   a. Satisfactory completion of a Skyline College English 100 course or Skyline College English 105 course taken Fall 2011 or thereafter; or
   b. Satisfactory completion of the Skyline College online "Information Literacy Tutorial" (Consult the Skyline Library website at http:www.skylinecollege.edu/library for details on completing the online tutorial.); or
   c. Satisfactory completion of an equivalent college-level information literacy or information competency course or requirement.

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:*
   Communication Studies 110, 130, 140, 150
   English 100, or 105, 110, 161, 165, 836, or 846
   English for Speakers of Other Languages 400
   Journalism 120
   Literature 101, 111, 113, 151, 225, 251, 265, 266, 267, 370, 373, 432
   Reading 420

3. PHYSICAL EDUCATION (KINESIOLOGY) – *Two activity courses in Physical Education (Kinesiology) are required; however, this requirement may be waived or modified for students in the following categories*
   a. Graduates of accredited community colleges, other colleges, or universities.
   b. Veterans with one or more years of service who have submitted a DD214.
   c. Persons who successfully petition the Dean of Kinesiology, Dance and Athletics for a medical waiver or modification based on being restricted or unable to successfully complete any of the curricular offerings as certified by a licensed physician due to a medical condition.

Note: The following courses offered through the Kinesiology, Dance and Athletics division are not activity based and therefore may not be used to satisfy the Physical Education requirement: DANC 440; KINE 100; P.E. 105, 152, 203, 211, 213, 214, 270 and 301; and REC. 100.

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
   Communication Studies 150
   Business 221
   Early Childhood Education 214, 272, 273
   Family & Consumer Sciences 119, 213
   Fashion 119
   History 235, 240
   Sociology 141, 143, 201

   Group b. Area Studies
   Anthropology 110, 125, 150, 155, 165, 170, 180, 360
   Art 105, 120
   Business 226
   English 104,
   History 104, 106, 244, 335, 420, 430, 432, 435, 436, 444, 453
   Interior Design 120
   Literature 116, 251, 265, 266, 267, 370, 373
   Music 240, 250, 420
   Philosophy 300, 320
   Political Science 320, 330, 335
   Psychology 238, 268
   Social Science 150
   Sociology 142, 341, 432
   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, 170, 365
Electronics 110
Environmental Science and Technology 100
Geology 100, 105, *180
Oceanography 100
Physics 105

Group b. Laboratory Courses
Astronomy *101
Biology 101, 110, 111, 171, 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, 115, *121, *122, *130
Early Childhood Education 191
English 104, *110, *161, *162, 166
Family & Consumer Sciences 113, 119, 150
Fashion 113, 119, 150
Filipino 110, *111, *112, *120, *121, *122
Film 370, 375, 380, 440, 450
History 100, 101, 104, 106, 109, 203, 335,430, 432, 435, 436, 444, 453, 461, 462, 463, 464,
Humanities 106, 115, 116, 117
Interior Design 110, 120, 310
Italian 103, 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, 105, *106, 111, 115, 144, 202, 204, 240, 250, 275, 301, 350, 470, 475
Philosophy 100, 160, 175, 195, 240, 280, 300, 312, 320
Political Science 280, 335
Psychology 238
Social Science 140
Sociology 432
Spanish 101, 103, 110, 111, *112, *120, *121, *122, *130, *140, *161, *162, 220

Note: History 335 and Political Science 335 are the same course.

Philosophy 280 and Political Science 280 are the same course.

3. SOCIAL SCIENCES

Administration of Justice 100
Anthropology 110, 125, 150, 155, 165, 170, 180, 360
Business 100, 101, 200, 201, 210
Early Childhood Education 201, 212, 214
Economics 100, *102, 111, 310
Education 100
Family & Consumer Sciences 212, 213, 392
Geography 110, 150, 300
Health Science 150
History 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 420, 444
Journalism 110
Philosophy 280

Political Science 115, 130, 150, 200, 210, 280, 301, 315, 320, 330
Psychology 100, 110, 200, 201, 238, 268, 300, *301, 390, 410
Social Science 150
Sociology 100, 105, 110, 141, 142, 143, 160, 201, 341

Note:

Early Childhood Education 201 and Psychology 201 are the same course.

Early Childhood Education 212 and Family & Consumer Sciences 212 are the same course.

Early Childhood Education 214 and Family & Consumer Sciences 213 are the same course.

Philosophy 280 and Political Science 280 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, *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
Communication Studies 110, 127, 130, 140, 150
Computer Science 118, 155, *156, *250, *252, *284, *286, *355, *356, *357, *378
English *165
Mathematics *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

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: If using Catalog rights from Fall 2007 or earlier, students with a ***major*** *in Liberal Arts must complete a minimum of 3 units in Personal Development to meet major requirements.*

Business 107, 109
Career and Life Planning 100, 111, 132, 135, 136, 137, 139, 140, 410, 650
Computer Applications & Office Technology 110
Counseling 100, 104, 105, 106, 107, 108
Family & Consumer Sciences 310, 313, 320, 392
Health Science 100, 130, 150
Kinesiology
Adaptive Physical Education 348-359
Combatives 101 to 405
Dance 101 to 450
Fitness 106 to 400
Individual 101 to 255
Kinesiology 100
Physical Education 105, 152, *211, *213, *214, 270, 301
Team Sports 100 to 201
Varsity 100 to 380
Library 100, 110
Reading *425
Recreation Education 100
Student Government 115

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

G. SATISFACTION OF GRADUATION REQUIREMENTS BY EXAMINATION

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

CHANGES IN STATE REGULATIONS GOVERNING COMMUNITY COLLEGES

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

Associate Degree and Certificate Programs

DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

Program	Degree	Certificate
Accounting	A.S.	•
Accounting Computer Specialist		•
Administration of Justice	A.A.	•
Allied Health Science	A.S.	
Pharmacy Technician		•
Art	A.A.	
Asian Studies	A.A.	•
Chinese Studies		•
Asian Engine Performance Technology		•
Automotive Technology	A.S.	•
Automotive Technician	A.S.	
Automotive Technician – Entry Level		•
Biotechnology	A.S.	
Biotechnology Technician		•
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 Logistics	A.S.	
Customs Broker		•
Ocean Freight Forwarding		•
Air Freight Forwarding		•
International Trade	A.S.	•
Asian Business Practices		•
International Business		•
Import and Export		•
Legal Aspects of International Business		•
Legal Administrative Assistant	A.S.	•
Medical Transcriptionist	A.S.	•
Medical Billing and Coding		•
Medical Office Assistant		•
Multimedia Technology	A.S.	•
Office Assistant	A.S.	•
Office Information Systems	A.S.	•

Program	Degree	Certificate
Communication Studies	A.A.	
Cosmetology	A.S.	•
Esthetician		•
Manicuring		•
Massage Therapy		•
Dance	A.A.	
Early Childhood Education	A.S.	•
Early Childhood: Special Education		•
Education		
After School Program Assistant		•
After School Program Associate Teacher		•
Emergency Medical Technology		•
English	A.A.	
Family & Consumer Sciences	A.S.	•
Fashion Merchandising	A.S.	•
Interdisciplinary Studies	A.A.	
International Studies	A.A.	
Journalism	A.A.	•
Mathematics	A.A./AS-T	
Music	A.A.	
Natural Science	A.S.	
Paralegal, Legal Assistant	A.A.	•
Physical Education	A.A.	
Psychology	A.A./AA-T	
Respiratory Therapy	A.S.	
Solar Energy Technology		•
Solar Installation		•
Spanish	A.A.	
Surgical Technology	A.S.	•
Central Service Technology/ Sterile Processing		•
Telecommunications & Network Information Technology	A.S.	•
Linux/Unix		•
Network Engineering	A.S.	•
Networking		•
PC Configuration & Repair		•
Wiring & Installation		•

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

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

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

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

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

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

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

Graduation Requirements for AA or AS Degree in Career Programs

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

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

ACCOUNTING

The Accounting Program is a member of the Accreditation Council of Business Schools and Programs (ACBSP).

The certificate or Associate degree in Accounting prepares students for a variety of positions in the accounting field. 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 100 Accounting Procedures	3
ACTG 121 Financial Accounting	4
ACTG 131 Managerial Accounting	4
ACTG 194 QuickBooks Pro	1
CAOT 225 Spreadsheets I: Excel	1
CAOT 226 Spreadsheets II: Excel	2

Plus a minimum of 7 units from the following:

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
BUS. 100 Introduction to Business 3
BUS. 103 Intro to Business Information Systems 3
BUS. 120 Mathematical Analysis for Business 3
BUS. 123 Statistics 3
BUS. 150 Small Business Management 3
BUS. 201 Business Law 3
BUS. 401 Business Communications 3
CAOT 230 Database Applications I: Access 1
CAOT 231 Database Applications II: Access 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
COMM 110 Public Speaking **or**
COMM 130 Interpersonal Communication **or**
COMM 150 Intercultural Communication 3
TOTAL REQUIRED UNITS IN MAJOR AREA 22

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 100 Accounting Procedures 3
ACTG 121 Financial Accounting 4
ACTG 131 Managerial Accounting 4
ACTG 194 QuickBooks Pro 1
CAOT 225 Spreadsheets I: Excel 1
CAOT 226 Spreadsheets II: Excel 2

Plus a minimum of 7 units from the following:

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
BUS. 100 Introduction to Business 3
BUS. 103 Intro to Business Information Systems 3
BUS. 120 Mathematical Analysis for Business 3
BUS. 123 Statistics 3
BUS. 150 Small Business Management 3
BUS. 201 Business Law 3
BUS. 401 Business Communications 3
CAOT 230 Database Applications I: Access 1
CAOT 231 Database Applications II: Access 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
COMM 110 Public Speaking or
COMM 130 Interpersonal Communication **or**
COMM 150 Intercultural Communication 3
TOTAL REQUIRED UNITS 22

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 1
CAOT 104 Intro to Computers with Windows I 1.5
CAOT 225 Spreadsheets I: Excel 1
CAOT 226 Spreadsheets II: Excel 2
CAOT 301 Maximizing Your Employment Potential . . . 1
TOTAL REQUIRED UNITS 10

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 134 Traffic Enforcement and Investigation 3
ADMJ 135 Narcotics & Special Investigations 3

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

ALLIED HEALTH

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ALLIED HEALTH SCIENCE

Required Core Courses **Units**

BIOL 240 General Microbiology 4
BIOL 250 Human Anatomy 4
BIOL 260 Intro to Physiology 5
CHEM 410 Chemistry for Health Sciences **or** 4
CHEM 210 General Chemistry I 5

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

BIOL 110 Principles of Biology 4
BIOL 130 Human Biology 3
BIOL 215 Organismal Biology: Core I 5
BIOL 230 Intro to Cell Biology: Core II 5
CHEM 220 General Chemistry II 5
FCS 310 Nutrition 3
HSCI 420 EKG Technology 3
HSCI 435 Pharmacy Technician Training 11
HSCI 436 Pharmacy Technician Training – Clinical Externship 1.5
PHYS 210 General Physics I 4
TOTAL REQUIRED UNITS IN MAJOR AREA 20-21
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

PHARMACY TECHNICIAN CERTIFICATE

Required Courses **Units**

HSCI 435 Pharmacy Technician Training. 11
HSCI 436 Pharmacy Technician Training – Clinical Externship 1.5
TOTAL REQUIRED UNITS 12.5

ART

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ART

Required Core Courses **Units**

Select two courses (6 units minimum) from the following:

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

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

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

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

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

Plus a selection of two or more courses (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).

ASIAN STUDIES: LANGUAGE, COMMERCE, AND CULTURE

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

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ASIAN STUDIES

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

Plus a minimum of 6 units from the following:

CHIN 111 Elementary Chinese I	3
CHIN 112 Elementary Chinese II	3
CHIN 115 Business Chinese	3
CHIN 121 Advanced Elementary Chinese I	3
CHIN 122 Advanced Elementary Chinese II	3
CHIN 130 Intermediate Chinese	3
FILI 110 Elementary Filipino	5
FILI 111 Elementary Filipino I	3
FILI 112 Elementary Filipino II	3
FILI 120 Advanced Elementary Filipino	5
FILI 121 Advanced Elementary Filipino I	3
FILI 122 Advanced Elementary Filipino II	3
JAPN 111 Elementary Japanese I	3
JAPN 112 Elementary Japanese II	3
JAPN 115 Basic Business Japanese	3

Plus a minimum of 6 units from the following:

ART 105 Art of Asia and the Near East	3
BUS. 200 Intro to International Business	3
BUS. 221 Intercultural Business Communication	1.5
BUS. 241 Doing Business in Asia	1.5
BUS. 246 Doing Business in China	3
BUS. 670 Business Work Experience	3
BUS. 680SB Study Abroad in China	3
GEOG 110 Cultural Geography	3
HIST 430 Early Asian Civilizations	3
HIST 453 History of China	3
LIT. 265 Asian American Literature	3
PHIL 320 Asian Philosophy	3
PLSC 130 International Relations	3
SOCI 432 Chinese Culture and Society	3
TOTAL REQUIRED UNITS IN MAJOR AREA	27

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

ASIAN STUDIES CERTIFICATE

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

Plus a minimum of 6 units from the following:

CHIN 111 Elementary Chinese I	3
CHIN 112 Elementary Chinese II	3
CHIN 115 Business Chinese	3
CHIN 121 Advanced Elementary Chinese I	3
CHIN 122 Advanced Elementary Chinese II	3
CHIN 130 Intermediate Chinese	3
FILI 110 Elementary Filipino	5
FILI 111 Elementary Filipino I	3
FILI 112 Elementary Filipino II	3
FILI 120 Advanced Elementary Filipino	5
FILI 121 Advanced Elementary Filipino I	3
FILI 122 Advanced Elementary Filipino II	3
JAPN 111 Elementary Japanese I	3
JAPN 112 Elementary Japanese II	3
JAPN 115 Basic Business Japanese	3

Plus a minimum of 6 units from the following:

ART 105 Art of Asia and the Near East	3
BUS. 200 Intro to International Business	3
BUS. 221 Intercultural Business Communication	1.5
BUS. 241 Doing Business in Asia	1.5
BUS. 246 Doing Business in China	3
BUS. 670 Business Work Experience	3
BUS. 680SB Study Abroad in China	3
GEOG 110 Cultural Geography	3
HIST 430 Early Asian Civilizations	3
HIST 453 History of China	3
LIT. 265 Asian American Literature	3
PHIL 320 Asian Philosophy	3
PLSC 130 International Relations	3
SOCI 432 Chinese Culture and Society	3
TOTAL REQUIRED UNITS	27

CHINESE STUDIES CERTIFICATE

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

Plus a minimum of 6 units from the following:

CHIN 111 Elementary Chinese I	3
CHIN 112 Elementary Chinese II	3
CHIN 115 Business Chinese	3
CHIN 121 Advanced Elementary Chinese I	3
CHIN 122 Advanced Elementary Chinese II	3
CHIN 130 Intermediate Chinese	5

Plus a minimum of 3 units from the following:

ART 105 Art of Asia and the Near East	3
BUS. 200 Intro to International Business	3
BUS. 221 Intercultural Business Communication	1.5
BUS. 241 Doing Business in Asia	1.5
BUS. 248 Asian Management System	3
BUS. 468 Asia in the World Today	3
BUS. 680SB Study Abroad in China	3
ECON 310 Political Economy of Asia	3
GEOG 110 Cultural Geography	3
HIST 432 Modern Asian Civilizations	3
HIST 430 Early Asian Civilizations	3
LIT. 265 Asian American Literature	3
PHIL 320 Asian Philosophy	3
PLSC 130 International Relations	3
SOCI 341 Asian Cultures and Societies	3
TOTAL REQUIRED UNITS	18

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. Our partnership with American Honda Motor Co., Inc. provides employment opportunities for students enrolled in our programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

ADMISSION PROCEDURES AND REQUIREMENTS

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

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

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	15

Plus a selection of 30 units from the following:

AUTO 716 Automotive Cooling/Heating & Air Cond.	5
AUTO 721 Automotive Steering, Suspension & Brakes	15
AUTO 734 Automotive Engine Diagnosis & Repair	15
AUTO 735 Automotive Transmissions & Drive Trains Diagnosis & Repair	15
AUTO 751 Automotive Engine Performance	15
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 710 Fundamentals of Automotive Technology	4
AUTO 713 Automotive Electricity/Electronics	15
TOTAL REQUIRED UNITS	19

Automotive Cooling/Heating & Air Conditioning

AUTO 716 Automotive Cooling/Heating & Air Conditioning	5

Automotive Chassis Technology

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

Automotive Engines Technology

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

Automotive Drive Train Technology

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

Automotive Engine Performance Technology

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

Automotive Advanced Engine Performance Technology

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

Asian Engine Performance Technology (Pending State Chancellor's Office Approval)

AUTO 710 Fundamentals of Automotive Technology	4
AUTO 749 Asian Engine Performance	15
TOTAL REQUIRED UNITS	19

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNICIAN

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

Plus a selection of 22 units from the following:

AUTO 510 Basic Hybrid Powertrains	2.5
AUTO 511 Principles of Hybrid and Electric Drives	7
AUTO 718/818 Clean Air Car II	2.5
AUTO 739/839 OBD II Evaporative Emission Systems	1.5
AUTO 754/854 High Performance Engines I	3
AUTO 755/855 High Performance Engines II	3
AUTO 761/861 Automotive Brakes II	1.5
AUTO 764/864 Emissions Control Systems I	1.5
AUTO 765/865 Ignition Systems I	1.5
AUTO 768/868 On-Board Diagnostics II	3
AUTO 769/822 Head & Valve Service	2
AUTO 772/842 Clean Air Car I	3.5
AUTO 775/848 Oscilloscopes and Exhaust Gas Analyzers	1.5
AUTO 776/830 Drive Lines and Differentials	2
AUTO 778/878 Manual Transmissions I	2
AUTO 779/823 Block Service	2
AUTO 781/881 Electrical III	3
AUTO 787/887 Automatic Transmissions II	3
AUTO 791/852 Automotive Chassis II	2
AUTO 793/893 Engine Performance	3
TOTAL REQUIRED UNITS IN MAJOR AREA	40

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

AUTOMOTIVE TECHNICIAN – ENTRY LEVEL CERTIFICATE

Required Courses	Units
AUTO 709 Automotive Service Orientation	2.5
AUTO 710 Fundamentals of Automotive Technology	4.0
CRER 650 Guidance Seminar Group	1.0
ENGL 826 Basic Writing Skills	3.0
MATH 111 Elementary Algebra I	3.0
TOTAL REQUIRED UNITS	13.5

BIOTECHNOLOGY

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

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

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).

BIOTECHNOLOGY TECHNICIAN CERTIFICATE (Pending State Chancellor's Office Approval)

Required Courses	Units
CHEM 192 Introductory Chemistry	4
BIOL 110 Principles of Biology **or** BIOL 101 Our Biological World **or**	4
BIOL 170 Principles of Applied Biocience **and**	3
BIOL 171 Laboratory Principles of Applied Bioscience **or**	1
BIOL 240 General Microbiology	4
BIOL 422 Foundations of Biotechnology	1
BIOL 416 Laboratory Skills for Biotechnology Technicians	4
CHEM 416 Chemistry Lab Skills for Biotechnology Technicians	2
CAOT 200 Introduction to MS Office Suite	2

Plus a minimum of 1 unit from the following:

BIOL 130 Human Biology	3
BIOL 426 Genetic Engineering	1
BIOL 430 Introduction to Immunology	1
BIOL 432 Fermentation Technology	1
TOTAL REQUIRED UNITS	18

ENTRY LEVEL BIOTECHNOLOGY MANUFACTURING CERTIFICATE

Required Courses	Units
BIOL 415 Introduction to Biotechnology Manufacturing	9
CHEM 416 Chemistry Lab Skills for Biotechnology Technicians	2
TOTAL REQUIRED UNITS	11

BUSINESS

The Business Program is a member of the Accreditation Council of Business Schools and Programs (ACBSP).

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 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I: Excel	1
CAOT 226 Spreadsheets II: Excel	2
CAOT 230 Database Applications I: Access	1
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
COMM 130 Interpersonal Communication	3

Plus a minimum of 8 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 103 Ten Key Skills	0.5
ACTG 194 Introduction to QuickBooks	1
BUS. 101 Human Relations at Work	3
BUS. 103 Intro to Business Information Systems	3

BUS. 115 Business Math 1.5-3
BUS. 670 Business Work Experience 1
CAOT 101 Computer Keyboarding Skill Building 1.5
CAOT 104 Intro to Computers with Windows I 1.5
CAOT 105 Intro to Computers with Windows II 1
CAOT 200 Introduction to MS Office Suite. 2
CAOT 201 Integration of MS Office Applications 1
CAOT 221 Desktop Publishing: Microsoft Publisher . 1.5
CAOT 222 Business Presentations I. 1
CAOT 223 Business Presentations II 1
CAOT 231 Database Applications II: Access 2
CAOT 301 Maximizing Your Employment Potential . . . 1
CAOT 404 HTML & Web Authoring Applications II . . 1.5
TOTAL REQUIRED UNITS IN MAJOR AREA 24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

ADMINISTRATIVE ASSISTANT CERTIFICATE

Required Courses **Units**
BUS. 400 Business English. 3
BUS. 401 Business Communications 3
CAOT 214 Word Processing I: Word 1
CAOT 215 Word Processing II: Word 2
CAOT 225 Spreadsheets I: Excel 1
CAOT 226 Spreadsheets II: Excel. 2
CAOT 230 Database Applications I: Access 1
CAOT 400 Internet I 1.5
CAOT 403 HTML & Web Authoring Applications I . . . 1.5
COMM 130 Interpersonal Communication 3

Plus a minimum of 5 units from the following:
ACTG 100 Accounting Procedures 3
ACTG 103 Ten Key Skills 0.5
ACTG 194 Introduction to QuickBooks. 1
BUS. 101 Human Relations at Work 3
BUS. 103 Intro to Business Information Systems. 3
BUS. 115 Business Math 1.5-3
BUS. 670 Business Work Experience 1
CAOT 101 Computer Keyboarding Skill Building 1.5
CAOT 104 Intro to Computers with Windows I 1.5
CAOT 105 Intro to Computers with Windows II 1
CAOT 200 Introduction to MS Office Suite. 2
CAOT 201 Integration of MS Office Applications 1
CAOT 221 Desktop Publishing: Microsoft Publisher . 1.5
CAOT 222 Business Presentations I. 1
CAOT 223 Business Presentations II 1
CAOT 231 Database Applications II: Access 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 4
ACTG 131 Managerial Accounting 4
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. 150 Small Business Management 3
BUS. 153 Planning a Business Startup 2-3
BUS. 200 Intro to International Business 3
BUS. 221 Intercultural Business Communication . . . 1.5
BUS. 225 Foundations of Global E-Commerce 1.5
BUS. 226 Global Business Negotiation 1.5
BUS. 227 Global Business Contracts 1.5
BUS. 230 Intro to International Marketing 1.5
BUS. 240 International Logistics & Transportation . . 1.5
BUS. 241 Doing Business in Asia. 1.5
BUS. 242 Doing Business in Europe 1.5
BUS. 243 Legal Environment of International Business 1.5
BUS. 244 Doing Business in Latin America 1.5
BUS. 245 Intro to Customs Brokerage 1.5
BUS. 246 Doing Business in China 3
BUS. 248 Asian Management Systems 3
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders. 3
BUS. 258 Customs Broker Services and Regulations 3
BUS. 261 Customs Admissibility, Classification, Value & Entry 3
BUS. 262 Intro to International Forwarding & Cargo Transportation 3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections 3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow 3

BUS. 268 Air Forwarder Operations & Work-Flow 3
BUS. 279 Import/Export Management 1.5
BUS. 401 Business Communications 3
BUS. 468 Asia in the World Today 3
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 301 Maximizing Your Employment Potential 1
PSYC 300 Social Psychology 3
R.E. 100 Real Estate Principles 3
COMM 110 Public Speaking **or**
COMM 130 Interpersonal Communication **or**
COMM 150 Intercultural Communication 3
TOTAL REQUIRED UNITS IN MAJOR AREA 32-35
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 4
ACTG 131 Managerial Accounting 4
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. 150 Small Business Management 3
BUS. 153 Planning a Business Startup 2-3
BUS. 200 Intro to International Business 3
BUS. 221 Intercultural Business Communication . . . 1.5
BUS. 225 Foundations of Global E-Commerce 1.5
BUS. 226 Global Business Negotiation 1.5
BUS. 227 Global Business Contracts 1.5
BUS. 230 Intro to International Marketing 1.5
BUS. 240 International Logistics & Transportation . . 1.5
BUS. 241 Doing Business in Asia 1.5
BUS. 242 Doing Business in Europe 1.5
BUS. 243 Legal Environment of International Business 1.5
BUS. 244 Doing Business in Latin America 1.5
BUS. 245 Intro to Customs Brokerage 1.5
BUS. 246 Doing Business in China 3
BUS. 248 Asian Management Systems 3
BUS. 261 Customs Admissibility, Classification, Value & Entry 3
BUS. 262 Intro to International Forwarding & Cargo Transportation 3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections 3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow 3
BUS. 268 Air Forwarder Operations & Work-Flow 3
BUS. 279 Import/Export Management 1.5
BUS. 401 Business Communications 3
BUS. 468 Asia in the World Today 3
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 301 Maximizing Your Employment Potential 1
PSYC 300 Social Psychology 3
R.E. 100 Real Estate Principles 3
COMM 110 Public Speaking **or**
COMM 130 Interpersonal Communication **or**
COMM 150 Intercultural Communication 3
TOTAL REQUIRED UNITS 29-32

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 4
BUS. 103 Intro to Business Information Systems 3
BUS. 401 Business Communications 3
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
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 . . . . . 4 **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

Group B – Select 3 units from the following:

CAOT 105 Intro to Computers with Windows II 1
CAOT 214 Word Processing I: Word 1
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 480 Network Fundamentals (LAN) 3
CAOT 490 Technical Overview of the Internet 3
COMP 156 Intermediate Programming in Visual BASIC 3
COOP 670 Vocational Co-op Ed 1
TCOM 100 Survey of Telecommunications. 3
TOTAL REQUIRED UNITS IN MAJOR AREA 28

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 4
BUS. 103 Intro to Business Information Systems 3
BUS. 401 Business Communications 3
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
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** 4
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

Group B – Select 3 units from the following:

CAOT 105 Intro to Computers with Windows II 1
CAOT 214 Word Processing I: Word 1
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 480 Network Fundamentals (LAN 3
CAOT 490 Technical Overview of the Internet 3
COMP 156 Intermediate Programming in Visual BASIC 3
COOP 670 Vocational Co-op Ed 1
TCOM 100 Survey of Telecommunications. 3
TOTAL REQUIRED UNITS. 28

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 214 Word Processing I: Word 1
CAOT 222 Business Presentations I. 1
CAOT 225 Spreadsheets I: Excel 1
CAOT 230 Database Applications I: Access 1
CAOT 400 Internet I 1.5

Plus a minimum of 7 units from the following:

ACTG 103 Ten Key Skills 0.5
BUS. 103 Intro to Business Information Systems. 3
BUS. 115 Business Math 1.5-3
BUS. 401 Business Communications 3
BUS. 670 Business Work Experience. 1
CAOT 101 Computer Keyboarding Skill Building. . . . 1.5
CAOT 105 Intro to Computers with Windows II 1
CAOT 200 Introduction to MS Office Suite. 2
CAOT 215 Word Processing II: Word 2
CAOT 221 Desktop Publishing: Microsoft Publisher . 1.5
CAOT 226 Spreadsheets II: Excel. 2
CAOT 231 Database Applications II: Access 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 416 Adobe InDesign Essentials 1.5-3
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 214 Word Processing I: Word	1
CAOT 222 Business Presentations I	1
CAOT 225 Spreadsheets I: Excel	1
CAOT 230 Database Applications I: Access	1
CAOT 400 Internet I	1.5

Plus a minimum of 7 units from the following:

ACTG 103 Ten Key Skills	0.5
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math	1.5-3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building	1.5
CAOT 105 Into to Computers with Windows II	1
CAOT 200 Introduction to MS Office Suite	2
CAOT 215 Word Processing II: Word	2
CAOT 221 Desktop Publishing: Microsoft Publisher	1.5
CAOT 226 Spreadsheets II: Excel	2
CAOT 231 Database Applications II: Access	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 416 Adobe InDesign Essentials	1.5-3
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** CAOT 104 Intro to Computers with Windows I	3 1.5
BUS. 201 Business Law	3
BUS. 401 Business Communications	3
COMM 150 Intercultural Communication	3

Plus a section of 6 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 194 Intro to QuickBooks Pro	1
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
CAOT 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	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
BUS. 670 Business Work Experience **or** COOP 670 Vocational Cooperative Education	1-2 1-2
TOTAL REQUIRED UNITS	22.5-24

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN INTERNATIONAL LOGISTICS

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

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

Plus a selection of 6 units from the following:

BUS. 100 Introduction to Business	3
BUS. 200 Introduction to International Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Mathematics	1.5-3
BUS. 210 International Finance	1.5
BUS. 221 Intercultural Business Communication	1.5
BUS. 226 Global Business Negotiation	1.5

BUS. 243 Legal Environment of International Business 1.5
TOTAL REQUIRED UNITS IN MAJOR AREA 27
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

CUSTOMS BROKER CERTIFICATE

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

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

OCEAN FREIGHT FORWARDING CERTIFICATE

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

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

AIR FREIGHT FORWARDING CERTIFICATE

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN INTERNATIONAL TRADE

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. 120 Math Analysis for Business	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. 246 Doing Business in China 3
BUS. 248 Asian Management Systems 3
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders 3
BUS. 258 Customs Broker Services and Regulations 3
BUS. 261 Customs Admissibility, Classification, Value & Entry 3
BUS. 262 Intro to International Forwarding & Cargo Transportation 3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections 3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow 3
BUS. 268 Air Forwarder Operations & Work-Flow 3
BUS. 401 Business Communication 3
BUS. 468 Asia in the World Today 3
BUS. 670 Internship in International Trade 1-4
CHIN 115 Business Chinese 3
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. 120 Math Analysis for Business 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. 246 Doing Business in China 3
BUS. 248 Asian Management Systems 3
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders 3
BUS. 258 Customs Broker Services and Regulations 3
BUS. 261 Customs Admissibility, Classification, Value & Entry 3
BUS. 262 Intro to International Forwarding & Cargo Transportation 3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections 3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow 3
BUS. 268 Air Forwarder Operations & Work-Flow 3
BUS. 401 Business Communication 3
BUS. 468 Asia in the World Today 3
BUS. 670 Internship in International Trade 1-4
CHIN 115 Business Chinese 3
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. 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. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders 3
BUS. 258 Customs Broker Services and Regulations 3
BUS. 261 Customs Admissibility, Classification, Value & Entry 3
BUS. 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. 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. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders	3
BUS. 258 Customs Broker Services and Regulations	3
BUS. 261 Customs Admissibility, Classification, Value & Entry	3
BUS. 262 Intro to International Forwarding & Cargo Transportation	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow	3
BUS. 268 Air Forwarder Operations & Work-Flow	3
BUS. 670 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. 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. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders	3
BUS. 258 Customs Broker Services and Regulations	3
BUS. 261 Customs Admissibility, Classification, Value & Entry	3
BUS. 262 Intro to International Forwarding & Cargo Transportation	3
BUS. 263 U.S. Export & Destination Country Import Requirements; Foreign Collections	3
BUS. 267 Ocean Forwarder & NVOCC Regulation, Operations & Work-Flow	3
BUS. 268 Air Forwarder Operations & Work-Flow	3
BUS. 279 Import & Export Management	1.5
BUS. 670 Internship in International Trade	1-4
TOTAL REQUIRED UNITS	12

ASIAN 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. 248 Asian Management Systems	3

Plus a selection of 3 units from the following:

BUS. 100 Intro to Business	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems	3
BUS. 210 International Finance	1.5
BUS. 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. 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 Introduction to Customs Brokerage 1.5
BUS. 246 Doing Business in China . . . . . .
BUS. 249 Intro to International Logistics for Customs Brokers & Freight Forwarders 3
BUS. 258 Customs Broker Services and Regulations 3
BUS. 261 Customs Admissibility, Classification, Value & Entry 3
BUS. 279 Import/Export Management 1.5
BUS. 670 Internship in International Trade 1-4
BUS. 680SB Study Abroad in China. 3
TOTAL REQUIRED UNITS 12

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN LEGAL ADMINISTRATIVE ASSISTANT

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./LEGL 443 Law Office Procedures 3
BUS./LEGL 445 Law Office Management 3
CAOT 214 Word Processing I: Word 1
CAOT 215 Word Processing II: Word 2
CAOT 222 Business Presentations I 1
CAOT 225 Spreadsheets I: Excel 1
LEGL 252 Principles of Civil & Administrative Process 3

Plus a minimum of 9 units from the following:
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 223 Business Presentations II 1
CAOT 226 Spreadsheets II: Excel. 2
CAOT 230 Database Applications I: Access 1
CAOT 231 Database Applications II: Access 2
CAOT 301 Maximizing Your Employment Potential 1
LEGL 245 Legal Operations 3
LEGL 250 Legal Research 3
LEGL 305 Judicial Process in California. 3
COMM 130 Interpersonal Communications 3
TOTAL REQUIRED UNITS IN MAJOR AREA 26
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE

Required Courses **Units**
BUS. 401 Business Communications 3
BUS./LEGL 443 Law Office Procedures 3
BUS./LEGL 445 Law Office Management 3
CAOT 214 Word Processing I: Word 1
CAOT 215 Word Processing II: Word 2
CAOT 222 Business Presentations I 1
CAOT 225 Spreadsheets I: Excel 1
LEGL 252 Principles of Civil & Administrative Process 3

Plus a minimum of 9 units from the following:
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 223 Business Presentations II 1
CAOT 226 Spreadsheets II: Excel. 2
CAOT 230 Database Applications I: Access 1
CAOT 231 Database Applications II: Access 2
CAOT 301 Maximizing Your Employment Potential 1
LEGL 245 Legal Operations 3
LEGL 250 Legal Research 3
LEGL 305 Judicial Process in California. 3
COMM 130 Interpersonal Communications 3
TOTAL REQUIRED UNITS 26

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 214 Word Processing I: Word	1
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: Excel	1
CAOT 226 Spreadsheets II: Excel	2
CAOT 230 Database Applications I: Access	1
CAOT 231 Database Applications II: Access	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 214 Word Processing I: Word	1
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: Excel	1
CAOT 226 Spreadsheets II: Excel	2
CAOT 230 Database Applications I: Access	1
CAOT 231 Database Applications II: Access	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	4
CAOT 200 Introduction to MS Office Suite	2
TOTAL REQUIRED UNITS	15

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 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 MULTIMEDIA TECHNOLOGY
(formerly Web Developer)

Interested in the exciting and dynamic field of Web development? If so, our Multimedia Technology 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 410 Photoshop Essentials 1.5
CAOT 411 Photoshop Portfolio. 1.5
CAOT/COMP 412 Flash I 1.5
CAOT/COMP 413 Flash II 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
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: Access 1
CAOT 231 Database Applications II: Access 2
CAOT 301 Maximizing Your Employment Potential . . . 1
CAOT 408 Multimedia Project 2
CAOT 414 Flash ActionScript I 1.5
CAOT 416 Adobe InDesign Essentials 1.5-3
CAOT 420 JavaScript **or** COMP 423 JavaScript. 1.5
CAOT 434 Web Programming I 1.5
CAOT/TCOM 480 Network Fundamentals (LAN) 3
COMP 155 Computer Programming Visual Basic 3
TOTAL REQUIRED UNITS IN MAJOR AREA 18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

MULTIMEDIA TECHNOLOGY 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 410 Photoshop Essentials 1.5
CAOT 411 Photoshop Portfolio. 1.5
CAOT/COMP 412 Flash I 1.5
CAOT/COMP 413 Flash II 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
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: Access 1
CAOT 231 Database Applications II: Access 2
CAOT 301 Maximizing Your Employment Potential . . . 1
CAOT 408 Multimedia Project 2
CAOT 414 Flash ActionScript I 1.5
CAOT 416 Adobe InDesign Essentials 1.5-3
CAOT 420 JavaScript **or** COMP 423 JavaScript. 1.5
CAOT 434 Web Programming I 1.5
CAOT/TCOM 480 Network Fundamentals (LAN) 3
COMP 155 Computer Programming Visual Basic 3
TOTAL REQUIRED UNITS 18

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 214 Word Processing I: Word	1
CAOT 400 Internet I	1.5

Plus a minimum of 10 units from the following:

ACTG 194 Introduction to QuickBooks	1
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math	3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 105 Intro to Computers with Windows II	1
CAOT 201 Integration of MS Office Applications	1
CAOT 215 Word Processing II: Word	2
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II	1
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 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 416 Adobe InDesign Essentials	1.5-3
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 214 Word Processing I: Word	1
CAOT 400 Internet I	1.5

Plus a minimum of 7 units from the following:

ACTG 194 Introduction to QuickBooks	1
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math	1.5-3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 105 Intro to Computers with Windows II	1
CAOT 201 Integration of MS Office Applications	1
CAOT 215 Word Processing II: Word	2
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II	1
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 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 416 Adobe InDesign Essentials	1.5-3
TOTAL REQUIRED UNITS	18

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE INFORMATION SYSTEMS

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

Required Core Courses	Units
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 104 Introduction to Computers with Windows I	1.5
CAOT 201 Integration of MS Office Applications	1
CAOT 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I: 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	1.5
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	4
ACTG 131 Managerial Accounting	4 **or**
ECON 102 Princ. of Microeconomics	3
BUS. 100 Intro to Business **or**	
ECON 100 Princ. of Macroeconomics	3
BUS. 101 Human Relations at Work	3
BUS. 115 Business Math	1.5-3
BUS. 120 Math Analysis for Business	3
BUS. 123 Statistics	3
BUS. 150 Small Business Management	3
CAOT 301 Maximizing Your Employment Potential	1

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

CAOT 105 Intro to Computers with Windows II	1
CAOT 221 Desktop Publishing: Microsoft Publisher	1.5
CAOT 416 Adobe InDesign Essentials	1.5-3
COMP 155 Computer Programming Visual BASIC	3

COMP 156 Intermediate Programming In Visual BASIC 3
COOP 670 Vocational Co-Op Ed 4
TCOM 100 Survey of Telecommunications 3
TOTAL REQUIRED UNITS IN MAJOR AREA 34
Plus General Education and other requirements for the Associate Degree (refer to Associate Degree Requirements).

OFFICE INFORMATION SYSTEMS CERTIFICATE

Required Courses	**Units**
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 104 Introduction to Computers with Windows I	1.5
CAOT 201 Integration of MS Office Applications	1
CAOT 214 Word Processing I: Word	1
CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I: 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	1.5
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 4
ACTG 131 Managerial Accounting . . . . . 4 **or**
ECON 102 Princ. of Microeconomics 3
BUS. 100 Intro to Business **or**
ECON 100 Princ. of Macroeconomics 3
BUS. 101 Human Relations at Work 3
BUS. 115 Business Math 1.5-3
BUS. 120 Math Analysis for Business 3
BUS. 123 Statistics 3
BUS. 150 Small Business Management 3
CAOT 301 Maximizing Your Employment Potential 1

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

CAOT 105 Intro to Computers with Windows II 1
CAOT 221 Desktop Publishing: Microsoft Publisher . . 1.5
CAOT 416 Adobe InDesign Essentials 1.5-3
COMP 155 Computer Programming Visual BASIC 3
COMP 156 Intermediate Programming In Visual BASIC 3
COOP 670 Vocational Co-Op Ed 4
TCOM 100 Survey of Telecommunications 3
TOTAL REQUIRED UNITS 34

COMMUNICATION STUDIES

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN COMMUNICATION STUDIES

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

Plus a selection of 3 units from the following:

ENGL 110 Composition, Literature & Critical Thinking . 3
ENGL 165 Critical Thinking/Adv. Composition 3
PHIL 200 Intro to Logic 3
TOTAL REQUIRED UNITS IN MAJOR AREA 18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

COSMETOLOGY

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

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

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

ADMISSIONS PROCEDURES AND REQUIREMENTS

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

1. Completed Cosmetology Program application.
2. Completed Skyline College English Placement Tests. The English Placement Tests may be waived for those students who have completed an AA/AS or BS degree.
3. Transcripts from former colleges.

4. Completed college matriculation requirements.
5. Signed Cosmetology Program contract.
6. Completed Skyline College Application

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COSMETOLOGY

Required Core Courses	Units
COSM 700 Cosmetology Concepts & Practice I	16
COSM 740 Cosmetology Concepts & Practice II	24-28

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
WELL 665 Selected Topics in Wellness
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. Upon completion of the 1,600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California 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 require the completion of a special application to be considered for admission.

COSMETOLOGY CERTIFICATE

Required Courses	Units
COSM 700 Cosmetology Concepts & Practice I	16
COSM 740 Cosmetology Concepts & Practice II	24-28

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
WELL 665 Selected Topics in Wellness
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.

Required Course	Units
COSM 754 Manicuring	10

ESTHETICIAN CERTIFICATE

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

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

MASSAGE THERAPY CERTIFICATE PROGRAM

The 550-hour Massage Therapy Certificate Program consists of two semesters of approximately 275 hours each. Upon successful completion of the two-semester program, students will receive a Certificate of Achievement from Skyline College and will also be eligible to apply for certification in the state of California as a Massage Therapist. Additionally, students will be eligible to take their National Boards through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) should they desire to do so.

MASSAGE THERAPY CERTIFICATE

Required Courses	Units
WELL 701 - Massage Therapy I	9
WELL 702 - Massage Therapy II	9
TOTAL REQUIRED UNITS	18

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	2.5-3
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 & Wellness 5-1
DANC 152 Cuban Roots of Salsa 5-1
DANC 161 Tango Argentino 5-1
DANC 162 Tango Milonga 5-1
DANC 163 Tango Buenos Aires 5-1
DANC 164 Tango De La Confiteria 5-1
DANC 165 Tango Performance Improvisation 5-1
DANC 166 Tango de la Guardia Vieja. 5-1
DANC 167 Swing Dance I. 5-1
DANC 168 Swing Dance II 5-1
DANC 169 Swing Dance III. 5-1
DANC 171 Chinese Dance Workout 5-1
DANC 260 Tango Teacher Training. 5-1
DANC 350 Cardio Dance 1
DANC 440 Princ. of Dance Company/
Arts Program Management. 5-2
DANC 450 Intermediate/Adv. Dance Production 5-1
DANC 665 Dance in Cultural Context 1-3*
**Note: Each unit of DANC 665 used toward the degree must be a different topic (e.g., Salsa, Flamenco, Afro/Brazilian).*
FITN 332 Stretching & Flexibility. 1
TOTAL REQUIRED UNITS IN MAJOR AREA . . . 21.5-22
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 Principles. 3
ECE. 211 Early Childhood Education Curriculum 3
ECE. 212 Child, Family & Community **or**
FCS 212 Child, Family & Community. 3
ECE. 272 Teaching in a Diverse Society. 3
ECE. 314 Health, Safety and Nutrition for Young Children. 3
ECE. 333 Observation and Assessment. 3
ECE. 366 Practicum in Early Childhood Education . . . 3
TOTAL REQUIRED UNITS 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 Principles. 3
ECE. 211 Early Childhood Education Curriculum 3
ECE. 212 Child, Family & Community **or**
FCS 212 Child, Family & Community. 3

ECE. 272 Teaching in a Diverse Society 3
ECE. 314 Health, Safety and Nutrition for Young Children 3
ECE. 333 Observation and Assessment 3
ECE. 366 Practicum in Early Childhood Education . . . 3
TOTAL REQUIRED UNITS 24

EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATE

Required Courses	Units
ECE. 201 Child Development **or** PSYC 201 Child Development	3
ECE. 210 Early Childhood Education Principles	3
ECE. 211 Early Childhood Education Curriculum	3
ECE. 212 Child, Family, & Community	3
ECE. 260 Children with Special Needs	3
ECE. 261 Early Intervention Practices	3
ECE. 333 Observation and Assessment	3
ECE. 367 Practicum in Early Childhood Education: Special Topics	3
TOTAL REQUIRED UNITS	24

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

AREAS OF SPECIALIZATION WITHIN THE EARLY CHILDHOOD EDUCATION PROGRAM

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

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

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

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

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

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

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

EDUCATION

AFTER SCHOOL PROGRAM ASSISTANT CERTIFICATE

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

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

AFTER SCHOOL PROGRAM ASSOCIATE TEACHER CERTIFICATE

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

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

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
FILM 440 Film Study & Appreciation	3
JOUR 120 Writing and Reporting for the Media	3
JOUR 121 Adv. Writing & Reporting for the Media	3
LIT. 101 Contemporary Literature	3
LIT. 111 Short Story	3
LIT. 113 Intro to the Novel	3
LIT. 116 Introduction to World Literature	3
LIT. 151 Shakespeare	3
LIT./ECE. 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 2011

Day	LIT. 225 Mirrors of Today: Contemporary Poetry
Evening	LIT. 116 Introduction to World Literature
Online	LIT. 432 Folklore

Spring 2012

Day	LIT. 113 Introduction to the Novel
	LIT. 151 Shakespeare
Evening	LIT. 101 Contemporary Literature
	LIT. 191 Children's Literature
Online	LIT. 373 Latin American Literature in Translation

Fall 2012

Day	LIT. 266 Black Literature
Evening	LIT. 251 Women in Literature
Online	LIT. 416 Modern European Literature in Translation

Spring 2013

Day	LIT. 267 Filipino American Literature
Evening	LIT. 111 Short Story
	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 nutrition/food services, design and housing, and general family and consumer science.

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

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

Required Core Courses	Units
FASH/FCS 113 Textiles	3
FASH/FCS 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	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
COMM 130 Interpersonal Communication 3
FASH 160 Business of Image Consulting 2
FASH 670 Vocational Co-Op Education 1-4
INTD 110 Environmental Design 3
INTD 665 Selected Topics in Interior Design 5-3
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).

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 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
COMM 130 Interpersonal Communication 3
FASH 160 Business of Image Consulting 2
INTD 110 Environmental Design
(suggested for students interested in display). 3
INTD 665 Selected Topics in Interior Design 5-3
PSYC 100 General Psychology. 3
TOTAL REQUIRED UNITS. 30

INTERDISCIPLINARY STUDIES

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

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

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

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

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

Degree Requirements

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

Option I: Skyline College Pattern

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

A. Complete the Skyline College General Education Requirements (18 units with a minimum of 3 units in each of the following sections – Natural Sciences, Humanities, Social Sciences, Language and Rationality Group A, Language and Rationality Group B, Personal Development.)

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

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

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

   or

   2. 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.

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

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

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

   or

   2. Complete campus specific UC transfer admission requirements (in consultation with a counselor)

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

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

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

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

and

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

AREAS OF EMPHASIS FOR INTERDISCIPLINARY STUDIES MAJOR

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

Select a minimum of 18 units from the following:

ARBC 111, 112, 121, 122
ART 101, 102, 105, 107*, 115, 120, 130, 201, 204, 221, 248, 301, 350*, 351, 352, 354*, 355*, 405, 411
ASL 111, 112
CHIN 111, 112, 121, 122, 130*
DANC 110, 130, 140, 330, 350, 400
ECE. 191*
ENGL 110, 161
FASH 113, 119*
FCS 113, 119
FILI 110, 111, 112
FILM 370, 440
HIST 100, 101, 104, 106, 108, 109, 201, 202, 203, 235, 240, 244, 248, 335*, 420, 430, 432, 435, 436, 453*, 461, 462, 463, 464
HUM 106*, 115, 116*, 117*
INTD 110*, 120*
ITAL 111, 112, 121, 122
JAPN 111, 112
LIT 101, 111, 113, 116, 151, 191, 225, 251, 265, 266, 267, 370, 373, 416, 432
MUS. 100, 110, 111, 115, 144*, 202, 204, 240, 250, 275, 301, 470
PHIL 100, 160, 175, 195*, 240, 280*, 300, 312*, 320
PLSC 280*, 335*
SOCI 143, 341, 432*
SPAN 110, 111, 112, 120, 121, 122, 130, 140*, 161*, 162*, 220*

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

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

Health and Physical Education
(Option I: Skyline College Pattern Only)
The health, family and consumer science, physical education and psychology courses emphasize theoretical and practical knowledge for maintenance of physical and mental health. The physical education and intercollegiate athletic courses provide students with the opportunity to develop active and healthy life styles.

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

Select a minimum of 18 units as follows:

Choose at least 9 units from courses listed below:

ECE. 201
FCS 310
HSCI 100 130 150* 665*
KINE 100*
P.E. 211, 212, 213, 214, 270*, 301*
PSYC 100, 200, 201, 390, 410

and

Choose at least 9 units from courses listed below:

ADAP 356*, 357*
COMB 301, 302, 401, 404, 405
DANC 105, 110, 130, 140, 152, 161, 162, 163, 164, 165, 167, 168, 169, 330, 350, 400, 450, 665
FITN, 106, 110, 112, 116, 160, 166,182, 201, 202, 205, 301, 303, 304, 305, 332, 334, 335, 336, 349, 350, 400
INDV, 101, 105, 121, 125, 126, 141, 160, 165, 167, 168, 169, 251, 253, 255
TEAM 100, 111, 112, 115, 116, 117, 125, 141, 145, 146, 148, 149, 150, 171, 173, 175, 176, 179, 188, 189, 190, 191, 192, 193, 194, 195, 196. 197, 198, 199, 201
VARS, 100, 110, 120, 150, 200, 310, 340, 360

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

ECE. 201 and PSYC 201

Letters & Science

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

Select a minimum of 18 units as follows:

Choose at least 9 units from courses listed below:

ANTH 125
ASTR 100, 101
BIOL 101, 110, 111, 130, 140, 145, 150, 215, 230, 240, 250, 260,
BUS. 120, 123
CHEM 112, 210, 220, 234, 235, 237, 238, 410
GEOL 100, 105, 180, 210, 220
MATH 130, 150, 153, 200, 201, 222, 241, 242, 251, 252, 253, 270, 275
OCEN 100, 101
PHYS 105, 210, 220, 250, 260, 270
PSYC 171

and

Choose at least 9 units from courses in this box1

ARBC 111* 112 121 122
ASL 111, 112
CHIN 111, 112, 121, 122, 130*
ECE. 191*
ENGL 110, 161,
FILI 110, 111, 112
FILM 440 (formerly Lit. 441)
HIST 100, 101, 104, 106, 109, 203, 248, 335*, 420, 430, 432, 435,453*, 461, 462, 463, 464
HUM. 106*, 115, 116
ITAL 111, 112, 121, 122
JAPN 111, 112,
LIT. 101, 111, 113, 116, 151, 191*, 225, 251, 265, 266, 267, 370, 373, 416, 432
PHIL 100, 160, 175, 195*, 240, 280*, 300, 312*, 320
PLSC 280*, 335*
SOCI 143, 341, 432*
SPAN 110, 111, 112, 120, 121, 122, 130, 140, 161, 162, 220

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

ECE. 191 & LIT. 191
HIST 335 and PLSC 335
PHIL 280 and PLSC 280

OR

Choose at least 9 units from courses in this box[1]

ADMJ 100
ANTH 110, 150, 155, 165, 180, 360
BUS. 100, 101*, 200*, 210*
ECE. 201
ECON 100, 102, 310
EDUC 100*
FCS 212
GEOG 110, 150
HIST 104, 106, 203, 248, 300, 335*, 430, 432, 435, 436, 453*
JOUR 110
PHIL 280*
PLSC 115, 130, 150, 200, 210, 280*, 315, 320, 330, 335*
PSYC 100, 110*, 200, 201, 268, 300, 301*, 390, 410
SOCI 100, 105, 110, 141, 142, 201, 341*, 432*, 665
SOSC 140*, 150

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

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

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

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

Select a minimum of 18 units as follows:

Choose at least 6 units from courses listed below:

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

and

Choose at least 12 units from courses listed below:

ADMJ 100
ANTH 110, 150, 155, 165, 180, 360
BUS. 100, 101*, 200*, 210*
ECE. 201
ECON 100, 102, 310
EDUC 100*
FCS 212
GEOG 110, 150
HIST 104, 106, 203, 248, 300, 335*, 430, 432, 435, 436, 453*
JOUR 110
PHIL 280
PLSC 115, 130, 150, 280*, 315, 320, 330, 335*,
PSYC 100, 110*, 200, 201, 268, 300, 301*, 390, 410
SOCI 100, 105, 110*, 141, 142, 143, 201*, 341, 432*, 665
SOSC 140*, 150

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

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

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

Select a minimum of 18 units from the following:

ADMJ 100
ANTH 110, 150, 155, 165, 180, 360
BUS. 100, 101*, 200*, 210*
ECE. 201
ECON 100, 102, 310
EDUC 100
FCS 212
GEOG 110, 150
HIST 104, 106, 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 335*, 430, 432, 435, 436, 453*
JOUR 110
PHIL 280*
PLSC 115, 130, 150, 200, 210, 280*, 301*, 315, 320, 330, 335*,
PSYC 100, 110*, 200, 201, 238*, 268, 300, 301*, 390, 410
SOCI 100, 105, 110*, 141, 142, 143, 201*, 341, 432*, 665*
SOSC 140*, 150

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

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

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

Select a minimum of 18 units as follows:

Choose at least 9 units from courses listed below:

ANTH 125
ASTR 100, 101
BIO 101, 110, 111, 130, 140, 145, 150, 215, 230, 240, 250, 260, 365*
CHEM 112, 210, 220, 234, 237, 235, 238, 410*
ELEC 110*
GEOL 100, 105, 180, 210, 220
OCEN 100
PHYS 105, 210, 220, 250, 260, 270

and

Choose at least 9 units from courses listed below:

ADMJ 100
ANTH 110, 125, 150, 155, 165, 180, 360
BUS. 100, 101*, 200*, 201, 210*
ECE. 201, 212, 214*
ECON 100, 102, 310
EDUC 100*
FCS 212, 213*, 392*
GEOG 110, 150
HSCI 150*
HIST 108, 201, 202, 203, 235, 240, 244, 248, 300, 310, 420
JOUR 110
PHIL 280*
PLSC 115, 130, 150, 200, 210, 280*, 301*, 315, 320, 330
PSYC 100, 110*, 200, 201, 268, 300, 301*, 390, 410
SOCI 100, 105, 110*, 141, 142, 143, 201*, 341
SOSC 150

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

ECE. 201 and PSYC 201
ECE. 214 and FCS 213
PHIL 280 and PLSC 280
PSYC 110 and SOCI 110

TRANSFER NOTES

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

INTERNATIONAL STUDIES

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

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

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN INTERNATIONAL STUDIES

Required Core Courses **Units**

Required core courses in Social Sciences

PLSC 130 International Relations 3

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

Plus 6 to 10 units from one of the following

ARBC 111, 112 * Elementary Arabic I, II
CHIN 111, 112* Elementary Chinese I, II
FILI 111, 112* Elementary Filipino I, II
FILI 110, 120** Elementary/Adv. Filipino
ITAL 111, 112* Elementary Italian I, II
JAPN 111, 112* Elementary Japanese I, II
SPAN 110, 120** Elementary/Adv. Spanish

**6 units, the equivalent of 1 semester of college-level foreign language*

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

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

African Diaspora

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

Asia

ART 105 Art of Asia and the Near East. 3
CHIN* 111-130 3
ECON 310 Political Economy of Asia 3
JAPN* 111-115 3
HIST 430 Early Asian Civilizations 3
HIST 432 Modern Asian Civilizations 3
HIST 453 History of China 3
HIST 463 Great Cities of the World: Florence, Tokyo and Jerusalem 3
HIST 464 Great Cities of the World: New York, Beijing and Granada 3
LIT. 265 Asian American Literature 3
PHIL 320 Asian Philosophy. 3
SOCI 341 Asian Cultures and Societies 3
SOCI 432 Chinese Culture and Society 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

Middle East

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

Philippines

ECON 310 Political Economy of Asia 3
FILI* 110-122 3
HIST 435 History of the Philippines 3
HIST 436 Filipinos in America 3
LIT. 267 Filipino American Literature 3
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 all 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 Writing and Reporting for the Media 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 Black & White 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
ENGL 161 Creative Writing I 3
JOUR 121 Adv. Writing & Reporting for the Media 3
JOUR 301 Online Newspaper Staff 3
JOUR 302 Newspaper Workshop 1-3
JOUR 670 Journalism Work Experience 1-4
JOUR 680 Newspaper Editing Skills 5
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 Writing and Reporting for the Media	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 Black & White 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
ENGL 161 Creative Writing I	3
JOUR 121 Adv. Writing & Reporting for the Media	3
JOUR 301 Online Newspaper Staff	3
JOUR 302 Newspaper Workshop	1-3
JOUR 670 Journalism Work Experience	1-4
JOUR 680 Newspaper Editing Skills	.5
JOUR 690 Special Projects in Journalism	1-3
LSCI 100 Introduction to Information Research	1
TOTAL REQUIRED UNITS	24

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).

ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS FOR TRANSFER
(Pending State Chancellor's Office Approval)

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

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

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

Required Core Courses	Units
MATH 251 Calculus with Analytic Geometry I	5
MATH 252 Calculus with Analytic Geometry II	5
MATH 253 Calculus with Analytic Geometry III	5

List A: Select one course from the following:

MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3

List B: Select one additional course from the following:

MATH 200 Statistics	4
MATH 270 Linear Algebra (if not used in List A)	3
MATH 275 Ordinary Differential Equations (if not used in List A)	3
PHYS 250 Physics with Calculus I	4
TOTAL REQUIRED UNITS IN MAJOR AREA	21-22

Plus CSU General Education or IGETC for CSU requirements. Up to a total of 9 major course units may be double counted to apply to meet general education requirements. This degree does **not** require the Skyline Associate Degree Requirements.

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

MUSIC

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN MUSIC

Required Core Courses	Units
MUS. 100 Fundamentals of Music	3
MUS. 105 Music Theory I	3
MUS. 106 Music Theory II	3
MUS. 111 Musicianship I	3
MUS. 301 Piano I	2

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

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	28

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 214 Word Processing I: Word	1
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
BUS./LEGL 445 Law Office Management	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 671 Paralegal Internship I	4
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 214 Word Processing I: Word	1
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
BUS./LEGL 445 Law Office Management	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 671 Paralegal Internship I	4
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 348/349/356/357/358/359 Adaptive Physical Education
COMB 301/302/401/404/405 Self Defense
DANC 110/130/140/171/330/350 Dance/Aerobics
FITN 106/107/110/112/116/160/166/182/199/201/202/205/219 Conditioning/Fitness/Strength Training
FITN 301/303/304/305/308/314/332/334/335/336 Stretch/Yoga/Cardiovascular Development
INDV 101/105/121/125/126/141/160/165/167/168/169/171/172/251/253/255 Individual Sports
KINE 100 Introduction to Kinesiology
P.E. 105 The Student-Athlete Experience
P.E. 152 Theory of Sport and Fitness Management
P.E. 203/211/212/213/214/301 Sports Medicine
TEAM 100/111/112/115/116/117/125/132/141/145/146/148/149/150/171/173/175/176/179/188/189/190/191/192/193/194/195/196/197/198/199/201 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

The Psychology major seeks to expose students to the core principles and practices in the field of Psychology and provides students with an understanding and appreciation of the human mind and behavior. Both the general Psychology degree and the Associate in Arts Degree in Psychology for Transfer meet the needs of students interested in transferring to a four-year college or university in the major of Psychology or a related field, and those interested in learning the principles of psychology as a means of integrating this knowledge into their chosen major and/or profession.

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PSYCHOLOGY

Required Core Courses	Units
PHIL 103 Critical Thinking **or** PHIL 109 Critical Thinking and Writing **or** PHIL 200 Intro to Logic	3
PSYC 100 General Psychology	3
PSYC 105 Experimental Psychology	3
PSYC/ECE. 201 Child Development	3
PSYC 410 Abnormal Psychology	3

Plus a selection of 6 units from the following:

PSYC/SOCI 110 Courtship, Marriage & Family	3
PSYC 171 Quantitative Reasoning in Psychology	3
PSYC 200 Developmental Psychology	3
PSYC 238 Arab Cultural Psychology	3
PSYC 268 Black Psychology	3

PSYC 300 Social Psychology 3
PSYC 301 Psychology of Personal Development 3
PSYC 390 Psychology of Consciousness 3
PSYC 665 Special Topics in Psychology 5-2
TOTAL REQUIRED UNITS IN MAJOR AREA 21
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER
(Pending State Chancellor's Office Approval)

The Skyline College Associate in Arts Degree in Psychology for Transfer is designed to facilitate successful transfer to baccalaureate psychology degree programs at a CSU. This degree provides students with the lower division breadth and depth in the field of psychology.

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

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

A grade of "C" or better, or "Pass" if the course is taken on a Pass/No Pass basis, is required for each course applied to the major. Major course requirements may also be applied to meet general education requirements.

Required Core Courses **Units**
PSYC 100 General Psychology 3
PSYC 105 Experimental Psychology 3
PSYC 171 Quantitative Reasoning in Psychology or . . . 3
MATH 200 Probability and Statistics 4

List A: Select one course from the following:
BIOL 110 Principles of Biology or. 4
BIOL 130 Human Biology 3

List B: Select one course from the following:
PSYC 200 Developmental Psychology 3
PSYC 201 Child Development 3

List C: Select one course from the following:
PSYC 110 Courtship, Marriage, & Family. 3
PSYC 268 Black Psychology 3
PSYC 300 Social Psychology 3
TOTAL REQUIRED UNITS IN MAJOR AREA 18-20

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

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

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.
   d. Medical Terminology equivalent to HSCI 484 or BUS. 485.

   (Note: Human Anatomy may be taken in the summer session preceding the program.)
3. English: Eligibility for Skyline College ENGL 836 or equivalent.

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RESPIRATORY THERAPY

Required Core Courses	Units
RPTH 400 Patient & Health Care Concerns	1.5
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques	3
RPTH 415 Respiratory Pharmacology	1.5
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology	3
RPTH 430 Intro to Respiratory Therapeutics	6
RPTH 438 Clinical Clerkship I	1
RPTH 445 Respiratory Diseases I	2
RPTH 448 Clinical Clerkship II	2
RPTH 450 Respiratory Diseases II	3
RPTH 458 Clinical Clerkship III	6
RPTH 460 Respiratory Critical Care	3
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care	2
RPTH 480 Diagnostic Testing and Outpatient Respiratory Care	2
RPTH 485 Clinical Medicine Seminar	2
RPTH 488 Clinical Clerkship IV	6
RPTH 490 Neonatal and Pediatric Respiratory Care	2.5
RPTH 495 Respiratory Care Board Exam Prep/Review	2
TOTAL REQUIRED UNITS IN MAJOR AREA	48.5

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

The College also offers a Certificate of Achievement for those graduates having a prior Associate or above degree.

SOLAR ENERGY TECHNOLOGY

SOLAR ENERGY TECHNOLOGY CERTIFICATE

Required Courses	Units
ELEC 110 Fundamentals of Electronics	4
ELEC 410 Introduction to Solar Installation and Integration **or** ENVS 410 Introduction to Solar Installation and Integration	3.5
ENVS 411 Solar Design, Estimation and Sales	6
ENVS 400 Environmental Literacy for Career Technical Programs **or**	2
ENVS 100 Introduction to Environmental Science	3
TOTAL REQUIRED UNITS	15.5-16.5

SOLAR INSTALLATION CAREER CERTIFICATE

ELEC 110 Fundamentals of Electronics	4
ELEC 410 Introduction to Solar Installation and Integration **or** ENVS 410 Introduction to Solar Installation and Integration	3.5
TOTAL REQUIRED UNITS	7.5

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).

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 only once each year. The program will typically start in summer session and complete at the end of the following spring semester. Admission to the Surgical Technology Program is by special application only. Special application forms are available from the Science/Math/Technology Division Office and the College website. See application for submission dates. Applicants who have previously applied, and wish to reapply, must submit new application materials. Selection of students is based on criteria approved by the Skyline College Administration and consistent with State regulations. For further information on the Surgical Technology Program, please call 738-4221 or 738-4470.

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

- High school diploma or GED
- Algebra equivalent to MATH 110 or MATH 112
- Human Anatomy equivalent to BIOL 250
- Medical Terminology equivalent to HSCI 484 or BUS. 485

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for ENGL 836 or ENGL 846. Prior to starting classes, students admitted to the program will need to provide verification of successful completion of a background check, drug testing and physical examination.

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	3
TOTAL REQUIRED UNITS	8

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
ELEC 110 Fundamentals of Electronics **or**	4
TCOM 405 Electrical Fundamentals for Telecommunications	6
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking	3
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 460 Fiber Optics Technology	3

Plus a selection of 3 units from the following:

TCOM/COMP 451 PC Configuration and Repair 6
TCOM 465 Wireless Local Area Networks 3
TCOM/CAOT 480 Network Fundamentals (LAN) 3
TCOM/COMP 481 Network Systems Administration . . 3
TCOM/COMP 482 Introduction to Routers. 3
TCOM/COMP 483 Network Switches-Concepts and Applications 3
TCOM/COMP 484 Advanced Routing Concepts and Applications 3
TCOM/COMP 485 Troubleshooting the Internetwork. . 3
TCOM/COMP 486 Network Security 3
TOTAL REQUIRED UNITS IN MAJOR AREA. 31-33
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
ELEC 110 Fundamentals of Electronics **or** 4
TCOM 405 Electrical Fundamentals for Telecommunications 6
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking 3
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 460 Fiber Optics Technology 3

Plus a selection of 3 units from the following:

TCOM/COMP 451 PC Configuration and Repair 6
TCOM 465 Wireless Local Area Networks 3
TCOM/CAOT 480 Network Fundamentals (LAN) 3
TCOM/COMP 481 Network Systems Administration . . 3
TCOM/COMP 482 Introduction to Routers. 3
TCOM/COMP 483 Network Switches-Concepts and Applications 3
TCOM/COMP 484 Advanced Routing Concepts and Applications 3
TCOM/COMP 485 Troubleshooting the Internetwork. . 3
TCOM/COMP 486 Network Security 3
TOTAL REQUIRED UNITS 31-33

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 4
TCOM/COMP 451 PC Configuration and Repair. 6
TCOM/CAOT 480 Network Fundamentals (LAN). 3
TCOM/COMP 481 Network Systems Administration . . 3
TCOM/COMP 482 Introduction to Routers 3
TCOM/COMP 483 Network Switches – Concepts and Applications 3
TCOM/COMP 484 Advanced Routing Concepts and Applications 3
TCOM/COMP 485 Troubleshooting the Internetwork . . 3
TCOM/COMP 486 Network Security 3

Plus a minimum of 6 units from the following:

TCOM 100 Telecommunications, Networking and Wireless Technologies 3
TCOM 405 Electrical Fundamentals for Telecommunications 6
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking 3
TCOM 415 Wireless and Mobile Communications Fundamentals 3
TCOM 460 Fiber Optics Technology 3
TCOM 465 Wireless Local Area Networks. 3
TOTAL REQUIRED UNITS IN MAJOR AREA 36
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

NETWORK ENGINEERING CERTIFICATE

Required Courses **Units**

ELEC 110 Fundamentals of Electronics 4
TCOM/COMP 451 PC Configuration and Repair. 6
TCOM/CAOT 480 Network Fundamentals (LAN). 3
TCOM/COMP 481 Network Systems Administration . . 3
TCOM/COMP 482 Introduction to Routers 3
TCOM/COMP 483 Network Switches – Concepts and Applications 3

TCOM/COMP 484 Advanced Routing Concepts and Applications 3
TCOM/COMP 485 Troubleshooting the Internetwork . . 3
TCOM/COMP 486 Network Security 3

Plus a minimum of 6 units from the following:
TCOM 100 Telecommunications, Networking and Wireless Technologies 3
TCOM 405 Electrical Fundamentals for Telecommunications 6
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking 3
TCOM 415 Wireless and Mobile Communications Fundamentals 3
TCOM 460 Fiber Optics Technology 3
TCOM 465 Wireless Local Area Networks. 3
TOTAL REQUIRED UNITS 36

TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY SKILL ENDORSEMENTS

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

CAREER CERTIFICATE IN BASIC NETWORKING

Required Courses **Units**
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking 3
TCOM/COMP 451 PC Configuration and Repair 6
TCOM/CAOT 480 Network Fundamentals (LAN) 3
TCOM/COMP 481 Network Systems Administration . . 3
TOTAL REQUIRED UNITS 15

CAREER CERTIFICATE IN LINUX/UNIX

Required Courses **Units**
TCOM/COMP 312 Installing/Using Linux as Your PC OS 1.5
TCOM/COMP 313 Working in a Linux Shell Environment. 1.5
TCOM/COMP 314 Managing a Linux System 1.5
TCOM/COMP 315 Managing Linux-Based Internet Services . . . . . **or**
TCOM/COMP 316 Managing Linux-Based Intra-net (Enterprise) Services 3
TOTAL REQUIRED UNITS 7.5

CAREER CERTIFICATE IN PC CONFIGURATION AND REPAIR

Required Courses **Units**
ELEC 110 Fundamentals of Electronics **or**. 4
TCOM 405 Electrical Fundamentals for Telecommunications 6
and
TCOM/COMP 451 PC Configuration and Repair 6
TOTAL REQUIRED UNITS 10-12

CAREER CERTIFICATE IN WIRING AND INSTALLATION

Required Courses **Units**
ELEC 110 Fundamentals of Electronics **or** 4
TCOM 405 Electrical Fundamentals for Telecommunications 6
TCOM 410 Structured Wiring and Cabling for Telecommunications and Networking. 3
TCOM 460 Fiber Optics Technology. 3
TOTAL REQUIRED UNITS 10-12

Other Educational Opportunities

SAN MATEO COUNTY COMMUNITY COLLEGES

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

CAÑADA COLLEGE

Programs
3D Animation & Video Game Art
Drama/Theater Arts
Earth Science
Engineering
Fashion Design
Graphic Design
Human Services
Interior Design
Medical Assisting
Multimedia
Nursing
Radiologic Technology

Athletics
Women's Golf

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

COLLEGE OF SAN MATEO

Programs
Alcohol & Other Drug Studies
Architecture
Building Inspection
Dental Assisting
Digital Media
Drafting
Electronics
Engineering
Fire Technology
Floristry
Horticulture
Nursing
Real Estate

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

COLLEGE OF SAN MATEO
1700 West Hillsdale Boulevard
San Mateo, CA 94402
(650) 574-6161