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PART 4 DIVIDER

42 INFORMACION PARA PERSONAS DE HABLA HISPANA

ADMISION

Los estudiantes graduados de la escuela secundaria, residentes del Distrito de Condado de San Mateo, podrán asistir a Skyline College una vez que hayan completado los requisitos de admisión. De ser aceptados podrán concurrir a las clases que se ofrecen de día o de noche.

Los estudiantes mayores de 18 años que no hayan obtenido su graduación de la escuela secundaria y son residentes legales del Distrito de Condado de San Mateo, pueden ser admitidos en las clases en virtud de su experiencia y madurez.

Los estudiantes no graduados de la escuela secundaria que deseen obtener su diploma en Skyline College, deben poseer la aprobación de la última escuela secundaria a la que asistieron, o de una escuela secundaria local. Una de esas escuelas le extenderá el diploma de estudios secundarios cuando el estudiante haya cumplido los requisitos asignados.

Los estudiantes no graduados de escuela secundaria que tengan 16 o 17 años pueden ser admitidos si han aprobado el examen equivalente al diploma de secundaria (California High School Proficiency Examination), o el examen de educación general (G.E.D.) con un puntaje mínimo de 50 en cualquier prueba, y un promedio general de 55 o más en todos los exámenes.

Matrícula Concurrente - (Hart Bill). Mediante este estatuto los estudiantes en los grados once y doce pueden inscribirse en ciertos cursos en Skyline College. Por más información, consulte a su consejero en su escuela secundaria, o en la Oficina de Admisión y Archivos de Skyline College.

REQUISITOS DE ADMISION

Los estudiantes que estén tramitando su admisión deberán:

1. Llenar una de las solicitudes oficiales de Skyline. La falsificación de este documento significara la cancelación de la solicitud.
2. Tomar el examen de ingreso y otros exámenes exigidos, cuyas fechas se encuentran en la solicitud de admisión.
3. Los veteranos deben mostrar evidencia de su servicio militar y de entrenamientos especiales que hayan tomado para poder recibir crédito por éstos.

ASISTENCIA EN EL PRIMER DIA DE CLASE

Los estudiantes que no se presenten el primer día de clases, serán reemplazados por otros estudiantes que se hayan registrado para esa clase tardíamente.

PLANEANDO SU PROGRAMA CON UN CONSEJERO

Una de las responsabilidades más importantes de Skyline College es la de asistir a cada estudiante en el desarrollo y uso efectivo de sus capacidades. Con este objetivo Skyline provee consejeros profesionales que ayudan al estudiante a establecer sus metas educacionales y vocacionales, y a resolver problemas de índole social o personal.

Estos consejeros podrán ser consultados por medio de una cita durante el período de inscripción y a través del año escolar. Los consejeros ayudan al estudiante a escoger las clases que más les

convengan, pero la responsabilidad final de seleccionar los cursos depende totalmente del alumno. Se recomienda consultar con el consejero cada vez que el estudiante desee cambiar su programa.

Se le recomienda al estudiante que consulte con su consejero acerca de cualquier clase de problema que pueda tener una incidencia negativa en su éxito académico. El estudiante deberá analizar con su consejero las razones de su bajo rendimiento académico, si ésto ocurre.

Los estudiantes deben sentirse libres de acudir a los consejeros y profesores en busca de información y asesoramiento.

CAMBIOS EN SU PROGRAMA

El estudiante no podrá abandonar un programa hasta que no haya completado el procedimiento de cambio de programa.

El estudiante no podrá agregar una clase que dure todo el semestre, luego de la fecha indicada en el catálogo. Las clases de menos duración no podrán sumarse después de la tercera semana de haber comenzado las clases. Para mayor información consulte con la Oficina de Admisión y Archivos.

EXAMENES DE UBICACION

Todo alumno que se matricule en Skyline College deberá presentar los resultados del examen de ubicación antes de inscribirse, a menos que ya haya completado un curso de redacción en inglés a nivel universitario, en otro colegio o universidad. (Los solicitantes al programa WIT están exentos.) Este requisito no se aplicara a aquellos alumnos que se hayan inscrito en una o dos clases, a menos que piensen tomar un curso de inglés.

Quienes no hayan cumplido con este requisito, podrán hacerlo a través del Examen de Ubicación (College Placement Test), cuya fecha figura en la respuesta a su solicitud de admisión.

REQUISITOS DE RESIDENCIA

Para poder asistir a un colegio público en la comunidad se necesita cumplir con ciertos requisitos académicos y residenciales. Cuando el estudiante es menor de edad y soltero, su residencia legal será la de su padre, madre o tutor legal. El estudiante residente, sea mayor o menor de edad, deberá haber residido en el Estado de California por más de un año desde la fecha en que da inicio el semestre para el cual está pidiendo admisión. Como documentos probatorios se pueden presentar copias de su formulario de impuestos, o la constancia de haber votado, si se trata de un ciudadano americano. La falsificación de la residencia puede causar la cancelación de la matrícula.

Los estudiantes que tienen visa permanente pueden acogerse al status de residente. Los estudiantes extranjeros, con excepción de los refugiados, serán considerados no-residentes.

En la oficina de Admisión y Archivos puede obtener información referida a la documentación exigida y las excepciones de pagos a los que no son residentes.

ESTUDIANTES EXTRANJEROS

Skyline College ofrece un programa especial para los estudiantes extranjeros. Este programa incluye los servicios de un consejero que se especializa en tratar los problemas académicos y personales de dichos estudiantes.

Los solicitantes extranjeros deberán:

1. Haber finalizado estudios de secundaria equivalentes a los de este país.
2. Demostrar suficiente conocimiento del idioma inglés que le permita beneficiarse de los cursos impartidos en el Colegio.
3. Completar el Exámen TOEFL con un mínimo de 480 puntos.
4. Demostrar que pueden cumplir con los gastos de matrícula (\$174.00 por unidad) y con otros gastos personales.
5. Períodos de solicitud: SEMESTRE DE OTOÑO De marzo al primer lunes de mayo. SEMESTRE DE PRIMAVERA De septiembre al primer lunes de noviembre.
6. Para mayor información, solicite el "Manual para estudiantes extranjeros" en la Oficina de Admisión y Archivos.

EL ESTUDIANTE NO-RESIDENTE

El estudiante que no es residente deberá pagar \$174.00 por unidad durante el año académico de 2003-2004. La cuota deberá ser pagada al matricularse. El Director de la oficina de Admisión y Archivos será el encargado de establecer el estado de "residente" o "no-residente." El estudiante residente no tendrá que pagar cuotas.

POLIZA DE DEVOLUCION DE COLEGIATURA PARA ALUMNOS NO-RESIDENTES

Todo alumno que no sea residente deberá pagar su colegiatura. El alumno no-residente que haya sido eximido de pagar su colegiatura por error, deberá hacerlo no bien se le notifique, de lo contrario su matriculación sera anulada.

El alumno será notificado de su situación por escrito o personalmente, y de ser cancelada su matriculación, tendrá derecho a una apelación.

Así mismo, el alumno no residente que haya sido admitido en una clase o más clases sin haber pagado su colegiatura, podra ser excluído de las mismas hasta que ese pago sea hecho. Los pagos de la colegiatura podrán ser devueltos íntegra o parcialmente de acuerdo a los siguientes reglamentos:

1. Se le devolverá la colegiatura si ésta ha sido cobrada por error.
2. El alumno que cancele su matriacula antes del inicio de clases o que se retire del colegio antes del lunes de la cuarta semana del semestre, recibirá la devolución íntegra, menos \$50.00 de cargo administrativo.
3. El alumno que reduzca su programa de estudio, podrá obtener la devolución que refleje dicha reducción. Luego del lunes de la cuarta semana de clases, no habrá devoluciones.
4. El alumno que se retire oficialmente de las clases de verano, o de otras clases que no coincidan con el comienzo del semestre, podrá reclamar una devolución íntegra si su retiro es anterior al lunes de la segunda semana de clases.

GASTOS DEL ESTUDIANTE

Cada estudiante es responsable por la compra de sus libros y cuadernos. Para disminuir los gastos es posible comprar los textos usados en la librería del colegio. Los gastos totales incluyen

do el transporte no deben exceder los \$600 por semestre.

Algunas clases requieren gastos adicionales:

1. Arte - En ciertas clases se requiere una cuota adicional.
2. Mecánica Automotriz - Requiere un gasto de \$1200 en herramientas mecánicas el primer año; el costo total de los instrumentos en todo el programa será de \$2000.
3. Cosmetología - Los gastos de dos años sumarán \$1000.
4. Química y Biología - Cuota de laboratorio por el daño de equipo y materiales utilizados.
5. Estacionamiento - Una cuota aprobada por el Distrito del Condado de San Mateo. Dicha cuota será de \$30.00 para los semestres de otoño y primavera, y \$20.00 para el verano. Por mayor información los estudiantes deben concurrir a la Oficina de Operaciones.

Los estudiantes que no son residentes deben pagar además \$174.00 por unidad. Todas las reglas relacionadas con la conducta estudiantil y con la fijación de la cuotas estan sujetas a cambios de las leyes del distrito, del estado y del gobierno.

TRASLADO DE ACREDITACIONES

El crédito recibido en otros colegios será aprobado por Skyline luego de una breve evaluación del mismo. Una vez aprobado, dichos datos pasarán a integrar el archivo permanente del individuo. También es posible recibir crédito mediante los programas conocidos como Advanced Placement Program y el College Level Examination Program, y las unidades así recibidas serán registradas en el archivo permanente del estudiante.

GRADOS DE CALIFICACIONES Y PUNTOS DE ACREDITACION

Las calificaciones se basan en una escala en la que la calificación más alta recibe cuatro puntos y la más baja cero. Se usan los siguientes símbolos:

A	Excelente	4 puntos por unidad
B	Muy Bueno	3 puntos por unidad
C	Bueno	2 puntos por unidad
D	Deficiente	1 punto por unidad
F	Reprobado	0 puntos por unidad
W	Retirado	0 puntos por unidad
INC	Incompleto	0 puntos por unidad

Crédito/No Crédito

CR	Crédito	0 puntos por unidad
NC	No crédito	0 puntos por unidad

Se ofrecen también cursos en los que la calificación de crédito/no crédito ha sido establecida previamente, así como otros en los que el estudiante tiene la opción de escoger crédito/no crédito o una letra de calificación.

La calificación "incompleta" se le asigna a aquel estudiante que por diversas razones no haya podido completar el curso. Será su responsabilidad informar al profesor acerca de las mismas, y arreglar con este el modo de completar el trabajo pendiente. La calificación de "incompleta" tiene que ser borrada antes de terminar el próximo semestre. Por más información, comunicarse con el Director de Admisión y Archivos.

El grado "W" indica retiro involuntario de clase, y el estudiante será borrado de la lista de alumnos. Por supuesto, en este caso no recibirá crédito.

POLIZA DE RENOVACION ACADEMICA

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

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

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

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

PROMEDIO

El promedio de las calificaciones se determina al dividir el número total de puntos adquiridos por el número total de unidades terminadas.

INFORME DE CALIFICACIONES

Cada estudiante es responsable de su propio progreso académico. Un informe a la mitad de semestre y otro al final del semestre serán enviados a cada estudiante y servirán para calcular su promedio.

TRASLADOS OFICIALES DE CALIFICACIONES

De acuerdo con el pedido del estudiante, Skyline College enviará un documento oficial con las calificaciones totales del alumno a las universidades, agencias o casas de empleo. En dicho documento aparecerán sólo los cursos tomados en Skyline. El Colegio cobra un precio mínimo por este servicio.

CREDITO POR MEDIO DE EXAMENES

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

LIMITACIONES EN EL NUMERO DE UNIDADES

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

REGLAMENTOS DE ESTADO ACADEMICO

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

REGLAMENTOS DE ASISTENCIA

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

1. Si un alumno no asiste a clases un total de horas igual al total de horas ofrecidas en un período de dos semanas, puede ser despedido de la clase.
2. El estudiante que es despedido de una clase puede apelar ante el Comité de Imparcialidad, después del quinto día de haber sido

expulsado de clase. Mientras el Comité resuelve, el estudiante podrá continuar yendo a clase, si tiene el consentimiento del profesor. El Comité comunicará su recomendación al profesor, quien será el que en última instancia tenga la decisión.

AUSENCIA TEMPORAL DEL COLEGIO

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

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

AUSENCIA PERMANENTE DEL COLEGIO

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

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

REGLAMENTOS DE EXPULSION

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

REPETICION DE CURSOS

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

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

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

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

HONORES ACADEMICOS

Cada semestre se publica una lista en la que se incluyen aquellos estudiantes que han completado por lo menos 12 unidades con un promedio de 3.0 ("B"), o superior.

Hay honores académicos que se otorgan durante las ceremonias de graduación a estudiantes que han acumulado un promedio total de por lo menos 3.3 ("B").

CENTRO DE ENSEÑANZA

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

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

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

VETERANOS Y DEPENDIENTES DE VETERANOS

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

12 unidades – recibe todos los beneficios

9 unidades – recibe tres cuartos de los beneficios

6 unidades – recibe la mitad de los beneficios

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

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

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

PROGRAMA DE ASISTENCIA EDUCACIONAL PARA ESTUDIANTES

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

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

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

LA MUJER QUE SE REINTEGRA AL MUNDO ACADÉMICO

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

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

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

NORMA SOBRE ACOSO SEXUAL

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

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

SERVICIOS DE CONSEJERO ESPECIAL PARA ESTUDIANTES LISIADOS

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

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

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

AYUDA FINANCIERA

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

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

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

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

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PART 5 DIVIDER

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ASSOCIATE IN ARTS DEGREE ASSOCIATE IN SCIENCE DEGREE

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

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

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

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

GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

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

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

A. RESIDENCE REQUIREMENT

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

B. SCHOLARSHIP REQUIREMENT

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

C. MAJOR REQUIREMENT

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

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

D. BASIC COMPETENCY REQUIREMENTS

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

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

1. READING
 - a. Eligibility for Reading 420 as determined by a Skyline College approved English placement test; or
 - b. Satisfactory completion of English 100 or English 105 or equivalent course; or
 - c. Satisfactory completion of English 400 or Reading 836 (formerly Reading 802) or English/Reading 846.
2. WRITING
 - a. Eligibility for English 100 or English 105 as determined by a Skyline College approved English placement test; or
 - b. Satisfactory completion of English 100 or English 105 or equivalent course; or
 - c. Satisfactory completion of English 400 or English 836 (formerly English 800) or English/Reading 846.
3. MATHEMATICS/QUANTITATIVE REASONING
 - a. Eligibility for Math 115 or 120 or 122 or higher as determined by a Skyline College approved placement test; or
 - b. Satisfactory completion of Math 110 or equivalent; or
 - c. Satisfactory completion of any course having at least Math 110 (Elementary Algebra) as a prerequisite.

E. SPECIFIC AREA REQUIREMENTS

1. AMERICAN HISTORY AND INSTITUTIONS – One course of 3 units from Group A and either Group B1 or Group B2 for a total of 6 units. One course may be applied to the General Education requirement in Social Sciences. *Note: Group B2 is specially designed for students who have satisfied the U.S. History requirement only at other institutions, including California community colleges or CSU's. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200; students who have received credit for PLSC 200 may not receive credit for PLSC 210 or PLSC 301.*

a. U.S. History & U.S. Government:
History 108, 201, 202, 235, 244
Political Science 210
Social Science 110

b1. State & Local Government:
History 240, 310
Political Science 301
Social Science 115

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

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

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

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

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

- a. Graduates of community colleges, other colleges, or universities.
b. Evening college students: Students who have completed a minimum of 60% of the units submitted in fulfillment of the Associate degree during evening hours.
c. Veterans with one or more years of service who have submitted a DD214.
d. Persons who successfully petition the Dean of Physical Education/Athletics for a medical waiver or modification.

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

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

Group a. General

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

Group b. Area Studies

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

F. GENERAL EDUCATION REQUIREMENTS

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

- Developing critical and constructive thinking for problem solving and value discrimination.
- Understanding their relationship to their biological, physical, and cultural environment.
- Understanding the creative activity of others and participating to some extent in creative activity.
- Using basic mechanical, mathematical, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively.
- Developing a code for personal and civic life as a responsible citizen in a democracy.
- Maintaining good mental and physical health and social adjustment.

Requirements

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

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

1. NATURAL SCIENCES

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

Group a. Anthropology 125

Biology 130, 140, 145, 150, 365

Electronics 110

Geology 100, 105, *180

Oceanography 100

Group b. Laboratory Courses

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

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

Geology 210, *220

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

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

2. HUMANITIES

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

Arabic 111

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

Chinese 111, *112

English *110, *161, *162

Family & Consumer Sciences 113, 119, 150

Fashion 113, 119, 150

Film 370, 375, 380, 440, 450

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

Humanities 106, 115, 116, 117

Interior Design 110, 120, 310

Italian 111, *112, *121, *122

Japanese 111, *112, 115

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

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

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

Social Science 140

Spanish 110, 111, *112, *120, *121, *122, *130, *140, *161, *162

Speech 111

Tagalog 111, *112, *121, *122

3. SOCIAL SCIENCES

Administration of Justice 100

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

Business 100, 101, 200, 201, 210

Early Childhood Education 201, 214

Economics 100, *102

Education 100

Family & Consumer Sciences 213, 392

Geography 110, 150

Health Science 150

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

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

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

Social Science 110, 115, 150

Sociology 100, 105, 110, 141

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

4. LANGUAGE AND RATIONALITY

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

Group a. English Composition

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

Journalism *120

Reading *846

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

Group b. Communication and Analytical Thinking

Accounting *100, *121, *131

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

Computer Science 118, 155, *156, *190, *250, *252, *284, *286

English *165

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

Philosophy 103, *109, 200

Psychology *171

Reading *420

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

5. PERSONAL DEVELOPMENT

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

Business 107, 109

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

Computer Applications & Office Technology 110

Family & Consumer Sciences 310, 313, 320, 392

Gerontology 101

Health Science 100, 130, 150

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

Physical Education

Combatives 101 to 405

Dance 101 to 450

Fitness 110 to 400

Individual 101 to 255

Physical Education 100, 130, 201, 202

Recreation Education 100, 150, 300

Team Sports 100 to 179

Varsity 100 to 380

Reading *425

Student Government 115

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

G. SATISFACTION OF GRADUATION REQUIREMENTS BY EXAMINATION

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

CHANGES IN STATE REGULATIONS GOVERNING COMMUNITY COLLEGES

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

52 ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

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

Program	Degree	Certificate
Early Childhood Education	A.S.	•
Emergency Medical Technology		•
English	A.A.	
Family & Consumer Sciences	A.S.	•
Fashion Merchandising	A.S.	•
General Merchandising	A.S.	•
Image Consulting	A.S.	•
Hospitality Administration		
Hotel Operations	A.S.	•
Meetings & Convention Management	A.S.	•
Liberal Arts	A.A.	
Lifespan	A.A.	•
Mathematics	A.A.	
Music	A.A.	
Natural Science	A.S.	
Paralegal, Legal Assistant	A.A.	•
Physical Education	A.A.	
Psychology	A.A.	
Recreation Education		
Municipal Recreation		•
Respiratory Therapy	A.S.	
Spanish	A.A.	
Speech	A.A.	
Surgical Technology	A.S.	•
Telecommunications Technology	A.S.	•
Networking		•
PC Configuration & Repair		•
Wiring & Installation		•
University Studies	A.A.	

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

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

CERTIFICATE OF COMPLETION

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

Graduation Requirements for AA or AS Degree in Career Programs

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

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

ACCOUNTING

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

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ACCOUNTING

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

Plus a minimum of 12 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 103 Ten Key Skills	0.5
ACTG 171 Federal Income Tax	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree . .	1.5
BUS. 100 Introduction to Business	3
BUS. 103 Intro to Business Information Systems	3
BUS. 120 Mathematical Analysis for Business.	3
BUS. 123 Statistics.	3
BUS. 140 Security Investments.	3
BUS. 150 Small Business Management.	3
BUS. 201 Business Law	3
BUS. 401 Business Communications	3
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
ENGL 110 Composition, Literature, and Critical Thinking or	
ENGL 165 Critical Thinking & Advanced Compositions . . .	3
ECON 100 Principles of Macroeconomics.	3
ECON 102 Principles of Microeconomics	3
SPCH 100 Fundamentals of Speech or	
SPCH 120 Interpersonal Communication or	
SPCH 150 Communicating Across Cultures	3
TOTAL REQUIRED UNITS IN MAJOR AREA	22-22.5

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

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

ACCOUNTING CERTIFICATE

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

Plus a minimum of 12 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 103 Ten Key Skills	0.5
ACTG 171 Federal Income Tax	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree	1.5
BUS. 100 Introduction to Business	3
BUS. 103 Intro to Business Information Systems	3
BUS. 120 Mathematical Analysis for Business.	3
BUS. 123 Statistics.	3
BUS. 140 Security Investments.	3
BUS. 150 Small Business Management.	3
BUS. 201 Business Law	3
BUS. 401 Business Communications	3
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
ENGL 110 Composition, Literature, and Critical Thinking or ENGL 165 Critical Thinking & Advanced Compositions	3
ECON 100 Principles of Macroeconomics.	3
ECON 102 Principles of Microeconomics	3
SPCH 100 Fundamentals of Speech or SPCH 120 Interpersonal Communication or SPCH 150 Communicating Across Cultures	3
TOTAL REQUIRED UNITS.	22-22.5

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

ACCOUNTING ASSISTANT I CERTIFICATE

Required Courses	Units
ACTG 100 Accounting Procedures	3
ACTG 194 Quick Books Pro or	1
ACTG 197 Computerized Accounting	1.5
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 225 Spreadsheets I.	1
ACTG 103 Ten-Key Skills.	0.5
CAOT 301 Professional Portfolio.	1
TOTAL REQUIRED UNITS	8-8.5

ADMINISTRATION OF JUSTICE

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

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ADMINISTRATION OF JUSTICE

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

Plus a selection of 9 units from the following:

ADMJ 120 Criminal Investigation.	3
ADMJ 123 Concepts of Enforcement Principles	3

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

ADMINISTRATION OF JUSTICE CERTIFICATE

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

Plus a selection of 9 units from the following:

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

ALLIED HEALTH

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ALLIED HEALTH SCIENCE

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 8 units from the following:

BIOL 110 Principles of Biology	4
BIOL 130 Human Biology	3
BIOL 215 Organismal Biology: Core I	5
BIOL 230 Intro to Cell Biology: Core II	5
CHEM 220 General Chemistry II	5
FCS 310 Nutrition	3
HSCI 420 EKG Technology.	3
PHYS 210 General Physics I	4
TOTAL REQUIRED UNITS IN MAJOR AREA	25-26
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

ART

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ART

Required Core Courses **Units**

Select 6 units from the following:

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

Select 4 to 6 units from the following:

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

Select 4 to 6 units from the following:

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

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

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

AUTOMOTIVE TECHNOLOGY

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

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

The Automotive Service Advising program provides a certificate leading to entry-level positions in new car dealerships and independent automotive repair facilities. Students who complete the program are skilled in service operations and customer satisfaction.

ADMISSION PROCEDURES AND REQUIREMENTS

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

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

1. Completed Automotive Technology Program application.
2. Completed Skyline College application.
3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:
 - a. One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of B or better.
 - 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 ROP Auto Shop with a grade of B or better or equivalent training. (Certificate and letter from instructor.)
 - or**
 - d. One year of 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 a placement test by scoring on the Skyline Placement Test at a pre-algebra level.
 - or**
 - b. Submitting a college transcript showing completion of 3 units of MATH 811 or 1.5 units of AUTO 782 or its equivalent with a grade of C or better.
5. All students must meet the English proficiency requirement by:
 - a. Eligibility for ENGL 400, 800, 105, or 100 and READ 836 or 420 on the Skyline College Placement Test.
 - or**
 - b. Completion of ENGL 826 with a grade of C or better and READ 826 with a grade of B or better.
6. Applicants who attended high school in the preceding two years are required to have attained a 2 grade point average during the last two years of high school.
7. Pre-enrollment interview with the Skyline College Automotive counselor.

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

Once items 1 through 7 have been completed, and the applicant has 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 must file a new application if they wish to be considered for admission to any subsequent semester. For further information on the Automotive Program, please call 738-4371.

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNOLOGY

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

Plus a selection of 30 units from the following:

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

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

AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAMS

Automotive Electricity/Electronics

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

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

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

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

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

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

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

Required Core Courses	Units
AUTO 758 Automotive Computer Controls	3
AUTO 771 Automotive Electrical II.	2
*AUTO 772 Clean Air Car I	3
AUTO 773 Automotive Electrical I	3
AUTO 774 European Electronic Engine Controls	3

AUTO 775 Oscilloscopes & Exhaust Gas Analyzers	1.5
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*AUTO 772 can be waived if a current unlimited smog license is possessed.

Plus a selection of 22.5 units from the following:

AUTO 753 Service Advising	3
AUTO 789 Shop Regulations & Operations.	1.5
AUTO 785 Automotive Hazardous Materials.	1.5
AUTO 754 High Performance Engines I.	3
AUTO 755 High Performance Engines II	3
AUTO 783 Precision Measurement.	1.5
AUTO 769 Head & Valve Services	2.5
AUTO 779 Block Services	2.5
AUTO 777 Automatic Transmissions I.	3
AUTO 787 Automatic Transmissions II	3
AUTO 778 Manual Transmissions I	2
AUTO 781 Electrical III	3
AUTO 765 Ignition Systems I	1.5
AUTO 764 Emissions Control Systems I.	1.5
AUTO 794 Carbureted Fuel Systems	1.5
AUTO 793 Engine Performance	3
AUTO 790 Automotive Brakes I	2.5
AUTO 761 Automotive Brakes II	1.5
AUTO 792 Automotive Chassis I.	3
AUTO 791 Automotive Chassis II	2
AUTO 756 Chrysler Electronic Engine Controls	3
AUTO 757 Ford Electronic Engine Controls.	3
AUTO 759 GM Electronic Engine Controls	3
AUTO 762 Toyota/Mazda Electronic Engine Controls	3
AUTO 786 Automotive Air Conditioning I	2.5
AUTO 709 Automotive Service Orientation	2
AUTO 798 Alternative Fuels I	1.5
AUTO 799 Alternative Fuels II.	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA	38

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN JAPANESE AUTOMOTIVE TECHNOLOGY

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

Plus a selection of 25 units from the following:

AUTO 743 Pre-Delivery Service5
AUTO 745 Japanese Brakes & Chassis	11
AUTO 747 Japanese Air Conditioning	4
AUTO 749 Japanese Engine Performance	14.5
AUTO 796 Japanese Engines.	6.5
AUTO 797 Japanese Transmissions	8.5
TOTAL REQUIRED UNITS IN MAJOR AREA	40

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

JAPANESE AUTOMOTIVE CERTIFICATE PROGRAMS

Japanese Engine and Drive Train Technology

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

Japanese Brake, Chassis and Air Conditioning Technology

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

Japanese Electrical Technology

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

Japanese Engine Performance Technology

AUTO 749 Japanese Engine Performance 14.5

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TOYOTA TECHNICAL EDUCATION NETWORK

Required Core Courses Units

AUTO 713 Automotive Electricity & Electronics **or** 15
 AUTO 730 Japanese Basic Electrical **and** 8
 AUTO 728 Toyota Advanced Electrical 7

Plus a selection of 25 units from the following:

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

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

TOYOTA TECHNICAL EDUCATION NETWORK CERTIFICATE PROGRAMS

Toyota Engine and Drive Train Technology

AUTO 706 Toyota Engines 6.5
 AUTO 707 Toyota Transmissions 8.5

Toyota Brake, Chassis and Air Conditioning Technology

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

Toyota Electrical Technology

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

Toyota Engine Performance Technology

AUTO 729 Toyota Engine Performance. 14.5

SERVICE ADVISING CERTIFICATE PROGRAM

Required Courses Units

AUTO 710 Fundamentals of Auto Mechanics 4.5
 AUTO 851/753 Automotive Service Advising. 3
 BUS. 101 Human Relations at Work 3
 BUS. 115 Business Math. 3
 BUS. 170 Selling Fundamentals 3
 BUS. 401 Business Communications 3

BUS. 670 Work Experience. 1
 CAOT 100 Beginning Computer Keyboarding. 1.5
 TOTAL REQUIRED UNITS. 22

BIOTECHNOLOGY

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BIOTECHNOLOGY

Required Core Courses Units

BIOL 215 Organismal Biology: Core I 5
 BIOL 230 Intro to Cell Biology: Core II 5
 BIOL 240 General Microbiology 4
 CHEM 234 Organic Chemistry I 3
 CHEM 235 Organic Chemistry II 3
 CHEM 237 Organic Chemistry Lab I 2
 CHEM 238 Organic Chemistry Lab I 2
 TOTAL REQUIRED UNITS IN MAJOR AREA 24

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

BUSINESS

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ADMINISTRATIVE ASSISTANT

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

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

Required Core Courses Units

BUS. 401 Business Communications 3
 CAOT 212 Word Processing I: WordPerfect **or**
 CAOT 214 Word Processing I: Word 1
 CAOT 213 Word Processing II: WordPerfect **or**
 CAOT 215 Word Processing II: Word 2
 CAOT 225 Spreadsheets I. 1
 CAOT 226 Spreadsheets II 2

CAOT 230 Database Applications I	1
CAOT 400 Internet I	1.5
SPCH 120 Interpersonal Communication	3

Plus a minimum of 8 units from the following:

ACTG 100 Accounting Procedures	1.5-3
ACTG 103 Ten Key Skills	0.5
ACTG 194 Introduction to QuickBooks	1
BUS. 101 Human Relations at Work	3
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math.	1.5-3
BUS. 400 Business English.	3
BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building.	1.5
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 105 Intro to Computers with Windows II	1
CAOT 200 Introduction to MS Office Suite	2
CAOT 201 Integration of MS Office Applications.	1
CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II	1
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio.	1
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA.	22.5

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

ADMINISTRATIVE ASSISTANT CERTIFICATE

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

Plus a minimum of 5 units from the following:

ACTG 100 Accounting Procedures	1.5-3
ACTG 103 Ten Key Skills	0.5
ACTG 194 Introduction to QuickBooks	1
BUS. 101 Human Relations at Work	3
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math.	1.5-3
BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building.	1.5
CAOT 104 Intro to Computers with Windows I	1.5

CAOT 105 Intro to Computers with Windows II	1
CAOT 200 Introduction to MS Office Suite	2
CAOT 201 Integration of MS Office Applications.	1
CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II.	1
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio.	1
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
TOTAL REQUIRED UNITS	22.5

ASSOCIATE IN SCIENCE DEGREE WITH MAJOR IN BUSINESS ADMINISTRATION

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

Required Core Courses	Units
ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
BUS. 103 Intro to Business Information Systems	3
BUS. 120 Math Analysis for Business or	3
MATH 241 Applied Calculus I or	5
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:

BUS. 101 Human Relations at Work	3
BUS. 150 Small Business Management.	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 200 Intro to International Business.	3
BUS. 212 International Business Practice Firm	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. 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. 264 Labor/Law Collective Bargaining.	3
BUS. 279 Import/Export Management	1.5
BUS. 401 Business Communications	3
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I.	1

CAOT 231 Database Applications II	2
PSYC 300 Social Psychology	3
SPCH 100 Fundamentals of Speech or	
SPCH 120 Interpersonal Communication or	
SPCH 150 Communicating Across Cultures	3
TOTAL REQUIRED UNITS IN MAJOR AREA	30-33
Plus General Education and other requirements for the Associate degree (refer to Graduation Requirements).	

BUSINESS ADMINISTRATION CERTIFICATE

Required Courses	Units
ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
BUS. 103 Intro to Business Information Systems	3
BUS. 120 Math Analysis for Business or	3
MATH 241 Applied Calculus I or	5
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:

BUS. 101 Human Relations at Work	3
BUS. 150 Small Business Management.	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 200 Intro to International Business.	3
BUS. 212 International Business Practice Firm	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. 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. 264 Labor/Law Collective Bargaining.	3
BUS. 279 Import/Export Management	1.5
BUS. 401 Business Communications	3
CAOT 225 Spreadsheets I.	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
PSYC 300 Social Psychology	3
SPCH 100 Fundamentals of Speech or	
SPCH 120 Interpersonal Communication or	
SPCH 150 Communicating Across Cultures	3
TOTAL REQUIRED UNITS	27-30

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BUSINESS INFORMATION SYSTEMS

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

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

Group A – Select 6 units from the following:

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

Group B – Select 3 units from the following:

CAOT 105 Intro to Computers with Windows II	1
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
CAOT 215 Word Processing II: Word	2
CAOT 220 Desktop Publishing: PageMaker	1.5-3
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 Intro to Local Area Networks	3
CAOT 490 Technical Overview of the Internet	3
COMP 156 Intermediate Programming in Visual BASIC or	
COMP 190 Intro to Programming in C.	3
COOP 670 Vocational Co-op Ed.	1
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS IN MAJOR AREA	27
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

BUSINESS INFORMATION SYSTEMS CERTIFICATE

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

Group A – Select 6 units from the following:

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

Group B – Select 3 units from the following:

CAOT 105 Intro to Computers with Windows II	1
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
CAOT 215 Word Processing II: Word	2
CAOT 220 Desktop Publishing: PageMaker	1.5-3
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 Intro to Local Area Networks	3
CAOT 490 Technical Overview of the Internet	3
COMP 156 Intermediate Programming in Visual BASIC or	
COMP 190 Intro to Programming in C.	3
COOP 670 Vocational Co-op Ed.	1
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS.	27

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COMPUTER INFORMATION SPECIALIST

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

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

Required Core Courses

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

Plus a minimum of 7 units from the following:

ACTG 103 Ten Key Skills	0.5
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math.	1.5-3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building.	1.5
CAOT 105 Intro to Computers with Windows II	1
CAOT 200 Introduction to MS Office Suite	2
CAOT 213 Word Processing II: WordPerfect or	
CAOT 215 Word Processing II: Word	2
CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 226 Spreadsheets II	2
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio.	1
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 480 Intro to Local Area Networks	3
TOTAL REQUIRED UNITS IN MAJOR AREA	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

COMPUTER INFORMATION SPECIALIST CERTIFICATE

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

Plus a minimum of 7 units from the following:

ACTG 103 Ten Key Skills	0.5
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math.	1.5-3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building.	1.5
CAOT 105 Intro to Computers with Windows II	1

CAOT 200 Introduction to MS Office Suite	2
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word	2
CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 226 Spreadsheets II	2
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio.	1
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 480 Intro to Local Area Networks	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. 201 Business Law or BUS. 264 Labor Law & Collective Bargaining	3
CAOT 104 Intro to Computers with Windows I	1.5
MGMT 100 Intro to Business Management	3
MGMT 120 Management Communications	3
MGMT 235 Techniques of Supervision	3
SPCH 150 Communicating Across Cultures	3

Plus a selection of 6 units from the following:

ACTG 100 Accounting Procedures.	0.5
BUS. 101 Human Relations at Work	3
BUS. 107 Dealing with Difficult People	1
BUS. 115 Business Math.	1.5-3
BUS. 150 Small Business Management.	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 181 Personal Power & Leadership	1.5
BUS. 183 Building High Performance Teams	1.5
BUS. 200 Intro to International Business	3
BUS. 230 Intro to International Marketing.	1.5
BUS. 279 Import/Export Management	1.5
BUS. 401 Business Communications	3
CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I.	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
CAOT 670 Vocational Co-Op Ed	1-4
TOTAL REQUIRED UNITS	22.5

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. 180 Fundamentals of Marketing.	3
BUS. 187 Marketing Communications.	3
BUS. 212 International Business Practice Firm	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. 231 Put Your Business on the Web	3
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. 278 Distribution Management	3
BUS. 401 Business Communication	3
BUS. 665 International Transportation and Logistics.	1.5
BUS. 670 Internship in International Trade.	1-4
TOTAL REQUIRED UNITS IN MAJOR AREA	18

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

INTERNATIONAL TRADE CERTIFICATE

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

Plus a selection of 6 units from the following:

BUS. 100 Intro to Business.	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems.	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 120 Math Analysis for Business	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 187 Marketing Communications.	3
BUS. 212 International Business Practice Firm	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. 231 Put Your Business on the Web	3
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. 278 Distribution Management	3
BUS. 401 Business Communication	3
BUS. 665 International Transportation and Logistics.	1.5
BUS. 670 Internship in International Trade.	1-4
TOTAL REQUIRED UNITS	18

INTERNATIONAL BUSINESS CERTIFICATE

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

Plus a selection of 3 units from the following:

BUS. 100 Intro to Business.	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems.	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 180 Fundamentals of Marketing.	3
BUS. 187 Marketing Communications.	3
BUS. 225 Foundations of Global E-Business	1.5
BUS. 226 Global Business Negotiations.	1.5
BUS. 227 Global Business Contracts	1.5
BUS. 231 Put Your Business on the Web	3
BUS. 241 Doing Business in Asia.	1.5
BUS. 242 Doing Business in Europe	1.5
BUS. 244 Doing Business in Latin America.	1.5
BUS. 245 Introduction to Customs Brokerage	1.5
BUS. 279 Import/Export Management	1.5
BUS. 665 International Transportation and Logistics.	1.5
BUS. 670 Internship in International Trade.	1-4
TOTAL REQUIRED UNITS	12

IMPORT & EXPORT CERTIFICATE

Required Courses	Units
BUS. 200 Intro to International Business.	3
BUS. 221 Intercultural Business Communication	1.5
BUS. 279 Import/Export Management	1.5
BUS. 243 Legal Environment of International Business.	1.5
BUS. 665 International Transportation and Logistics.	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. 180 Fundamentals of Marketing.	3
BUS. 187 Marketing Communications.	3
BUS. 225 Foundations of Global E-Business	1.5
BUS. 226 Global Business Negotiations.	1.5
BUS. 227 Global Business Contracts	1.5
BUS. 230 Intro to International Marketing.	1.5
BUS. 231 Put Your Business on the Web	3
BUS. 241 Doing Business in Asia	1.5
BUS. 242 Doing Business in Europe	1.5
BUS. 244 Doing Business in Latin America.	1.5
BUS. 245 Introduction to Customs Brokerage	1.5
BUS. 670 Internship in International Trade.	1-4
TOTAL REQUIRED UNITS	12

LEGAL ASPECTS OF INTERNATIONAL BUSINESS CERTIFICATE

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

Plus a selection of 3 units from the following:

BUS. 100 Intro to Business.	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems.	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 120 Math Analysis for Business	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 187 Marketing Communications.	3
BUS. 212 International Business Practice Firm	3
BUS. 225 Foundations of Global E-Business	1.5
BUS. 230 Intro to International Marketing.	1.5
BUS. 231 Put Your Business on the Web	3
BUS. 241 Doing Business in Asia	1.5
BUS. 242 Doing Business in Europe.	1.5
BUS. 244 Doing Business in Latin America.	1.5
BUS. 245 Introduction to Customs Brokerage	1.5

BUS. 279 Import & Export Management.	1.5
BUS. 665 International Transportation and Logistics.	1.5
BUS. 670 Internship in International Trade.	1-4
TOTAL REQUIRED UNITS	12

GLOBAL BUSINESS PRACTICES CERTIFICATE

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

Plus a selection of 3 units from the following:

BUS. 100 Intro to Business.	3
BUS. 101 Human Relations at Work	3
BUS. 103 Business Information Systems.	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 180 Fundamentals of Marketing.	3
BUS. 187 Marketing Communications.	3
BUS. 210 International Finance.	1.5
BUS. 212 International Business Practice Firm	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. 231 Put Your Business on the Web	3
BUS. 243 Legal Environment of International Business.	1.5
BUS. 245 Introduction to Customs Brokerage	1.5
BUS. 279 Import/Export Management	1.5
BUS. 665 International Transportation and Logistics.	1.5
BUS. 670 Internship in International Trade 1-4	
TOTAL REQUIRED UNITS	12

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN LEGAL SECRETARY

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

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

Required Core Courses	Units
BUS. 401 Business Communications	3
BUS. 443 Law Office Procedures or LEGL 443 Law Office Procedures	4

CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word	2
LEGL 245 Legal Operations	3
LEGL 252 Principles of Civil & Administrative Process	3

Plus a minimum of 9 units from the following:

ACTG 103 Ten Key Skills	0.5
ACTG 194 Introduction to QuickBooks	1
BUS. 103 Intro to Business Information Systems	3
BUS. 107 Dealing with Difficult People	1
BUS. 115 Business Math.	1.5-3
BUS. 400 Business English.	3
BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building.	1.5
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Introduction to MS Suite	2
CAOT 201 Integration of MS Office Applications.	1
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II.	1
CAOT 225 Spreadsheets I.	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
LEGL 250 Legal Research.	3
LEGL 305 Judicial Process in California	3
SPCH 120 Interpersonal Communications.	3
TOTAL REQUIRED UNITS IN MAJOR AREA	25
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

LEGAL SECRETARY CERTIFICATE

Required Courses	Units
BUS. 401 Business Communications	3
BUS. 443 Law Office Procedures or LEGL 443 Law Office Procedures	4
CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word	2
LEGL 245 Legal Operations	3
LEGL 252 Principles of Civil & Administrative Process	3

Plus a minimum of 9 units from the following:

ACTG 103 Ten Key Skills	0.5
ACTG 194 Introduction to QuickBooks	1
BUS. 103 Intro to Business Information Systems	3
BUS. 107 Dealing with Difficult People	1
BUS. 115 Business Math.	1.5-3
BUS. 400 Business English.	3

BUS. 670 Business Work Experience	1
CAOT 101 Computer Keyboarding Skill Building.	1.5
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Introduction to MS Suite	2
CAOT 201 Integration of MS Office Applications.	1
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II.	1
CAOT 225 Spreadsheets I.	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
CAOT 400 Internet I.	1.5
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
LEGL 250 Legal Research.	3
LEGL 305 Judicial Process in California	3
SPCH 120 Interpersonal Communications.	3
TOTAL REQUIRED UNITS.	25

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MARKETING

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

Required Core Courses	Units
BUS. 187 Marketing Communications.	3
BUS. 231 Put Your Business on the Web	3
SPCH 100 Fundamentals of Speech.	3

Plus one course from the following:
 BUS. 180 Fundamentals of Marketing. 3
 H.R. 101 Hospitality Marketing 3

Plus one course from the following:
 BUS. 123 Statistics. 3
 MATH 200 Probability & Statistics. 4

Plus one course from the following:
 BUS. 200 Introduction to International Business 3
 BUS. 212 International Business Practice Firm 3
 BUS. 221 Intercultural Business Communication 1.5
 BUS. 230 Introduction to International Marketing 1.5

Plus a minimum of 6 units from the following:
 ACTG 100 Accounting Procedures 3
 BUS. 101 Human Relations at Work 3
 BUS. 107 Dealing with Difficult People 1
 BUS. 109 Working with People Worldwide 1
 BUS. 150 Small Business Management. 3
 BUS. 170 Selling Fundamentals 3
 BUS. 175 Advertising 3
 BUS. 181 Personal Power & Leadership 1.5
 BUS. 182 Techniques of Promotion. 3

BUS. 183 Building High Performing Teams.	1.5
BUS. 190 Retailing, E-Commerce & Buying.	3
BUS. 225 Foundations of Global E-Commerce.	1.5
BUS. 279 Import/Export Management	1.5
BUS. 670 Business Work Experience or	1-3
COOP 670 Vocational Cooperative Education or	
H.R. 670 Hotel Work Experience	1-4
FASH 152 Visual Merchandising	3
H.R. 108 Intro to Meetings & Convention Management	3
H.R. 112 Princ. of Meetings & Convention Management	3
TOTAL REQUIRED UNITS IN MAJOR AREA	22.5-25
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

MARKETING CERTIFICATE

Required Courses	Units
BUS. 187 Marketing Communications.	3
BUS. 231 Put Your Business on the Web	3

Plus one course from the following:
 BUS. 180 Fundamentals of Marketing. 3
 H.R. 101 Hospitality Marketing 3

Plus a minimum of 3 units from the following:
 BUS. 200 Introduction to International Business 3
 BUS. 212 International Business Practice Firm 3
 BUS. 221 Intercultural Business Communication 1.5
 BUS. 230 Introduction to International Marketing 1.5

Plus a minimum of 6 units from the following:
 ACTG 100 Accounting Procedures 3
 BUS. 101 Human Relations at Work 3
 BUS. 107 Dealing with Difficult People 1
 BUS. 109 Working with People Worldwide 1
 BUS. 150 Small Business Management. 3
 BUS. 170 Selling Fundamentals 3
 BUS. 175 Advertising 3
 BUS. 181 Personal Power & Leadership 1.5
 BUS. 182 Techniques of Promotion. 3
 BUS. 183 Building High Performing Teams. 1.5
 BUS. 190 Retailing, E-Commerce & Buying. 3
 BUS. 225 Foundations of Global E-Commerce. 1.5
 BUS. 279 Import/Export Management 1.5
 BUS. 670 Business Work Experience **or** 1-3
 COOP 670 Vocational Cooperative Education **or**
 H.R. 670 Hotel Work Experience. 1-4
 FASH 152 Visual Merchandising 3
 H.R. 108 Intro to Meetings & Convention Management. 3
 H.R. 112 Princ. of Meetings & Convention Management 3
 TOTAL REQUIRED UNITS 18

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MEDICAL TRANSCRIPTIONIST

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

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

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

Plus a minimum of 9 units from the following:

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

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

MEDICAL TRANSCRIPTIONIST CERTIFICATE

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

CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or	
CAOT 215 Word Processing II: Word	2

Plus a minimum of 9 units from the following:

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE ASSISTANT

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

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

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

Plus a minimum of 10 units from the following:

ACTG 194 Introduction to QuickBooks	1
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math.	3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 105 Intro to Computers with Windows II	1
CAOT 201 Integration of MS Office Applications.	1
CAOT 213 Word Processing II: WordPerfect or	
CAOT 215 Word Processing II: Word	2

CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II	1
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio	1
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

OFFICE ASSISTANT CERTIFICATE

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

Plus a minimum of 7 units from the following:

ACTG 194 Introduction to QuickBooks	1
BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math	1.5-3
BUS. 401 Business Communications	3
BUS. 670 Business Work Experience	1
CAOT 105 Intro to Computers with Windows II	1
CAOT 201 Integration of MS Office Applications	1
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word	2
CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II	1
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio	1
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
TOTAL REQUIRED UNITS	18

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE INFORMATION SYSTEMS

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

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

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

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

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

COMP 155 Computer Programming Visual BASIC	3
COMP 156 Intermediate Programming In Visual BASIC	3
COMP 190 Intro to Programming in C	3
CAOT 220 Desktop Publishing: PageMaker	1.5-3
COOP 670 Vocational Co-Op Ed	4
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS IN MAJOR AREA	32.5
Plus General Education and other requirements for the Associate Degree (refer to Associate Degree Requirements).	

OFFICE INFORMATION SYSTEMS CERTIFICATE

Required Courses	Units
ACTG 100 Accounting Procedures or ACTG 121 Financial Accounting	3
BUS. 103 Intro to Business Information Systems	3
BUS. 401 Business Communications	3
CAOT 105 Intro to Computers with Windows II	1
CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word	1
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word	2
CAOT 225 Spreadsheets I	1
CAOT 226 Spreadsheets II	2

CAOT 230 Database Applications I	1
CAOT 231 Database Applications II	2
CAOT 400 Internet I	1.5
Electives from Group A.	6
Electives from Group B.	6

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

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

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

CAOT 220 Desktop Publishing: PageMaker	1.5-3
COMP 155 Computer Programming Visual BASIC	3
COMP 156 Intermediate Programming in Visual BASIC.	3
COMP 190 Intro to Programming in C.	3
COOP 670 Vocational Co-Op Ed	4
TCOM 100 Survey of Telecommunications	3
TOTAL REQUIRED UNITS	32.5

PUBLIC TRANSIT MANAGEMENT CERTIFICATE

Required Courses	Units
MGMT 100 Intro to Business Management	3
MGMT 120 Management communications	3
MGMT 235 Techniques of Supervision	3
MGMT 270 Public Transmit Management	3

Plus a minimum of 12 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
BUS. 101 Human Relations at Work	3
BUS. 103 Intro to Business Information Systems	3
BUS. 123 Statistics.	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 201 Business Law	3
BUS. 264 Labor Law & Collective Bargaining	3
BUS. 400 Business English.	3
BUS. 401 Business Communications	3
CAOT 225 Spreadsheets I.	1
CAOT 226 Spreadsheets II	2
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
COOP 670 Vocational Co-Op Ed.	1-4
MGMT 255 Intro to Quality Control.	3
TOTAL REQUIRED UNITS.	24

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RETAIL MANAGEMENT

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

Required Core Courses **Units**

Group A – Foundations Courses

BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math.	3
BUS. 401 Business Communications or	
ENGL 100 Composition or	3
ENGL 105 Intensive Composition	4
MGMT 120 Management Communications or	
SPCH 120 Interpersonal Communications.	3

Group B – Intermediate Courses

ACTG 100 Accounting Procedures or	
ACTG 121 Financial Accounting	3
BUS. 180 Fundamentals of Marketing.	3
MGMT 100 Intro to Business Management	3

Group C – Advanced Courses

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

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

TOTAL REQUIRED UNITS IN MAJOR AREA 30-31
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

RETAIL MANAGEMENT CERTIFICATE

Required Courses **Units**

Group A – Foundations Courses

BUS. 103 Intro to Business Information Systems	3
BUS. 115 Business Math.	3
BUS. 401 Business Communications or	
ENGL 100 Composition or	3
ENGL 105 Intensive Composition	4
MGMT 120 Management Communications or	
SPCH 120 Interpersonal Communications.	3

Group B – Intermediate Courses

ACTG 100 Accounting Procedures or	
ACTG 121 Financial Accounting	3
BUS. 180 Fundamentals of Marketing.	3
MGMT 100 Intro to Business Management	3

Group C – Advanced Courses

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

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

TOTAL REQUIRED UNITS 30-31

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN WEB DEVELOPER

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

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

Required Core Courses	Units
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 406 Multimedia and the Web I: Audio.	1.5
CAOT 407 Multimedia and the Web II: Video	1.5
CAOT 410 Web Graphics I	1
CAOT 411 Web Graphics II	1
CAOT 412 Web Animation.	1
CAOT 415 Web Design and Management	2

Plus a minimum of 5.5 units from the following:

ART 214 Color.	2-3
ART 301 Design.	2-3
ART 376 Digital Imaging I	2
ART 377 Digital Imaging II.	3
BUS. 231 Put Your Business on the Web	3
CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II.	1
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio.	1
CAOT 320 Graphic Design for Computer Users	1.5
CAOT 405 HTML & Web Authoring Applications III.	1.0
CAOT 413 Advanced Flash.	1.5
CAOT 420 Web Scripting I	1.5
CAOT 421 Web Scripting II.	1.5
CAOT 422 Web Scripting III	1.5
CAOT 425 Web Design Principles.	1.5
CAOT 427 Collaboration & Web Production I	1.5
CAOT 430 Web Database I.	1
CAOT 431 Web Database II	1
CAOT 432 Web Database III	1
CAOT 480 Intro to Local Area Networks	3
TOTAL REQUIRED UNITS IN MAJOR AREA	18

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

WEB DEVELOPER CERTIFICATE

Required Courses	Units
CAOT 400 Internet I	1.5
CAOT 403 HTML & Web Authoring Applications I.	1.5
CAOT 404 HTML & Web Authoring Applications II	1.5
CAOT 406 Multimedia and the Web I: Audio.	1.5
CAOT 407 Multimedia and the Web II: Video	1.5
CAOT 410 Web Graphics I	1
CAOT 411 Web Graphics II	1
CAOT 412 Web Animation.	1
CAOT 415 Web Design and Management	2

Plus a minimum of 5.5 units from the following:

ART 214 Color.	2-3
ART 301 Design.	2-3
ART 376 Digital Imaging I	2
ART 377 Digital Imaging II.	3
BUS. 231 Put Your Business on the Web	3
CAOT 220 Desktop Publishing: PageMaker	1.5-3
CAOT 222 Business Presentations I	1
CAOT 223 Business Presentations II.	1
CAOT 230 Database Applications I.	1
CAOT 231 Database Applications II	2
CAOT 301 Professional Portfolio.	1
CAOT 320 Graphic Design for Computer Users	1.5
CAOT 405 HTML & Web Authoring Applications III.	1.0
CAOT 413 Advanced Flash.	1.5
CAOT 420 Web Scripting I	1.5
CAOT 421 Web Scripting II.	1.5
CAOT 422 Web Scripting III	1.5
CAOT 425 Web Design Principles.	1.5
CAOT 427 Collaboration & Web Production I	1.5
CAOT 430 Web Database I.	1
CAOT 431 Web Database II	1
CAOT 432 Web Database III	1
CAOT 480 Intro to Local Area Networks	3
TOTAL REQUIRED UNITS	18

COSMETOLOGY

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

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

Courses in the Cosmetology programs focus on theoretical foundation, practical manipulative skills, business knowledge,

and the professional and ethical training needed for licensing through the State Board of Barbering and Cosmetology. Prepared with excellent entry-level skills, students are able to work in many facets of the beauty industry.

ADMISSIONS PROCEDURES AND REQUIREMENTS

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

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COSMETOLOGY

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

Additional units may be completed in the following:

COSM 690 Special Projects	
COSM 750 Cosmetology Brush-up	
COSM 782 Advanced Cosmetology Concepts	
TOTAL REQUIRED UNITS IN MAJOR AREA	40
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

COSMETOLOGY CERTIFICATE PROGRAM

The program is open to both men and women and enables completion in three semesters including a four-week summer session. Class sessions are from 8:00 a.m. to 5:00 p.m., Monday through Friday. New students are admitted at the beginning of the semester and at mid-semester. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

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

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

COSMETOLOGY CERTIFICATE

Required Courses

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

Additional units may be completed in the following:

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

MANICURING CERTIFICATE

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

Course required for the Manicuring Certificate: Units

COSM 754 Manicuring	10
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COSMETICIAN/ESTHETICIAN CERTIFICATE

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

Course required for the Cosmetician/Esthetician Certificate:

COSM 775 Cosmetician/Esthetician	16
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DANCE

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN DANCE

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

Plus a selection of 6 units from the following:

ART 201 Form & Composition I	2-3
ART 202 Form & Composition II	2-3
BIOL 260 Introduction to Physiology.	5
DANC 101 Beginning Dance.5-1
DANC 105 Dance & Wellness5-1
DANC 350 Aerobic Dance.	1
DANC 440 Princ. of Dance Company/ Arts Program Management.5-2
DANC 450 Intermediate/Adv. Dance Production5-1
DANC 665 Ethnic Dance.	1

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

EARLY CHILDHOOD EDUCATION

The Early Childhood Education curriculum is designed to meet the needs of persons who wish to work or are now working with young children. Graduates of Skyline’s program will be qualified for positions as Child Development Center Assistants, Associate Teachers, and/or Teachers - depending on the number of units taken in line with requirements of the state licensing agency, the Child Development Training Consortium. Classroom instruction is supplemented by observation and practicums in programs serving young children.

Students desiring state licensing must achieve a minimum grade of C in each Early Childhood Education course and must have an overall GPA of 2 or higher to earn an Associate degree at Skyline.

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 state licensing as a Child Development Teacher. A grade of C or better is required in all of the courses used to satisfy the requirements of the major.

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

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

ECE 214 Child-Parent Relations or	
FCS 213 Child-Parent Relations	3
ECE. 240 ECE Administration: Business/Legal	3
ECE. 241 ECE Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2
ECE 270 Intro to Infant/Toddler Child Care.	3
ECE 272 Cultural Diversity in Early Childhood Education.	3
ECE. 275 Children’s Language & Literacy Development	3
ECE 311 Children’s Nutrition or	
FCS 311 Children’s Nutrition	1
ECE 665 Selected Topic in Early Childhood Education.5-2
ECE 670 Cooperative Education in ECE	1-4
Any ECE course offered by Cañada College	3
MINIMUM TOTAL REQUIRED UNITS IN MAJOR AREA.	24

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

EARLY CHILDHOOD EDUCATION CERTIFICATE

A certificate will be granted upon successful 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 of the certificate. ECE 670: Cooperative Education in Early Childhood Education is strongly recommended for those students planning to work in early childhood classroom settings.

Completion of the certificate requirements qualifies students for state licensing as a Child Development Center Assistant or Associate Teacher.

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

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

ECE. 214 Child-Parent Relations or	
FCS 213 Child-Parent Relations	3
ECE. 240 ECE Administration: Business/Legal	3
ECE. 241 ECE Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2
ECE. 270 Intro to Infant/Toddler Child Care.	3
ECE. 272 Cultural Diversity in Early Childhood Education	3
ECE. 275 Children’s Language & Literacy Development	3
ECE. 311 Children’s Nutrition or	
FCS 311 Children’s Nutrition	1
ECE. 665 Selected Topic in Early Childhood Education5-2
ECE. 670 Cooperative Education in ECE	1-4
Any ECE course offered by Cañada College	3
MINIMUM TOTAL REQUIRED UNITS.	18

EMERGENCY MEDICAL TECHNOLOGY

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

EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE

Required Course	Units
EMC. 410 Emergency Medical Technician I	7

ENGLISH

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:	
FILM 440 Film Study & Appreciation.	3
LIT. 101 Contemporary Literature	3
LIT. 113 Intro to the Novel	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
TOTAL REQUIRED UNITS IN MAJOR AREA	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

ROTATION OF LITERATURE COURSES – DAY AND EVENING CLASSES

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

Fall 2002

Day	LIT. 116 Introduction to World Literature
Evening	LIT. 101 Contemporary Literature

Spring 2003

Day	LIT. 265 Asian American Literature
Evening	LIT. 113 Introduction to the Novel

Fall 2003

Day	LIT. 266 Black Literature
	LIT. 373 Latin American Literature in Translation
Evening	LIT. 432 Folklore LIT 225 or
	LIT. 225 Mirrors of Today: Contemp Poetry

Spring 2004

Day	LIT. 267 Filipino American Literature
	LIT. 370 Readings in Literature of the Latino in the United States
Evening	LIT. 191 Children’s Literature

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

FAMILY & CONSUMER SCIENCES

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

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

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

Required Core Courses	Units
FASH/FCS 113 Textiles	3
FASH/FCS 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
FCS 392 Life Cycle.	3
INTD 110 Environmental Design	3

Plus a selection of 6 units from the following:

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/FASH 150 History of Costume.	3
FCS 313 Holistic Perspective in Nutrition	1
H.R. 200 Sanitation & Safety Techniques	3
HSCI 100 General Health Education	3
INTD 120 Designing Interiors for Multicultural Populations. . .	3
MUS. 100 Fundamentals of Music.	3
MUS. 115 Music, Art & Ideas.	3
PSYC 100 General Psychology.	3
PSYC/SOCI 110 Courtship, Marriage & Family	3
PSYC 210 Child Development.	3
PSYC 301 Psychology of Personal Development	3
TOTAL REQUIRED UNITS IN MAJOR AREA	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

FAMILY & CONSUMER SCIENCES CERTIFICATE

Required Courses	Units
FASH/FCS 113 Textiles	3
FASH/FCS 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
FCS 392 Life Cycle.	3
INTD. 110 Environmental Design	3

Plus a selection of 6 units from the following:

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
H.R. 200 Sanitation & Safety Techniques	3
HSCI 100 General Health Education	3
INTD 310 Housing.	3
MUS. 100 Fundamentals of Music.	3
MUS. 115 Music, Art & Ideas.	3
PSYC 100 General Psychology.	3
PSYC/SOCI 110 Courtship, Marriage, & Family	3
PSYC 210 Child Development.	3
PSYC 301 Psychology of Personal Development	3
TOTAL REQUIRED UNITS.	30

FASHION MERCHANDISING

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FASHION MERCHANDISING

Required Core Courses	Units
BUS. 190 Retailing, E-Commerce & Buying.	3
FASH 113 Textiles	3
FASH 117 Creating a Personal Image	3
FASH 119 Clothing, Culture & Society	3
FASH 151 Fashion Merchandising.	3
FASH 152 Visual Merchandising	3

FASH 153 Apparel & Home Fashion Analysis	3
FASH 156 Fashion Shows & Special Events	3
FASH 670 Vocational Co-Op Education	1

Plus a selection of 5 units from the following:

ACTG 100 Accounting Procedures	1.5-3
ART 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. 170 Selling Fundamentals	3
BUS. 175 Advertising	3
BUS. 201 Business Law	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Intro to MS Office Suite	2
FASH/FCS 150 History of Costume.	3
FASH 160 Business of Image Consulting.	2
FASH 670 Vocational Co-Op Education.	1-4
INTD 110 Environmental Design	3
PSYC 100 General Psychology.	3
SPCH 120 Interpersonal Communication	3
TOTAL REQUIRED UNITS IN MAJOR AREA	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

FASHION MERCHANDISING CERTIFICATE

Required Courses	Units
BUS. 190 Retailing, E-Commerce & Buying.	3
FASH 113 Textiles	3
FASH 117 Creating a Personal Image	3
FASH 119 Clothing, Culture & Society	3
FASH 151 Fashion Merchandising.	3
FASH 152 Visual Merchandising	3
FASH 153 Apparel & Home Fashion Analysis	3
FASH 156 Fashion Shows & Special Events	3
FASH 670 Vocational Co-Op Education	1

Plus a selection of 5 units from the following:

ACTG 100 Accounting Procedures	1.5-3
ART 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. 170 Selling Fundamentals	3
BUS. 175 Advertising	3
BUS. 201 Business Law	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Intro to MS Office Suite	2
FASH/FCS 150 History of Costume.	3
FASH 160 Business of Image Consulting.	2

INTD 110 Environmental Design <i>(suggested for students interested in display)</i>	3
PSYC 100 General Psychology	3
SPCH 120 Interpersonal Communication	3
TOTAL REQUIRED UNITS.	30

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN GENERAL MERCHANDISING

Required Core Courses	Units
ACTG 100 Accounting Procedures	1.5
BUS. 101 Human Relations at Work	3
BUS. 115 Business Math.	3
BUS. 170 Selling Fundamentals	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 190 Retailing, E-Commerce & Buying.	3
FASH 113 Textiles	3
FASH 151 Fashion Merchandising.	3
FASH 152 Visual Merchandising	3
FASH 670 Vocational Co-Op Ed	1

Plus a selection of 3 units from the following:

ACTG 100 Accounting Procedures	1.5
ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
ART 301 Design.	2-3
BUS. 100 Intro to Business.	3
BUS. 103 Intro to Business Information Systems	3
BUS. 150 Small Business Management.	3
BUS. 175 Advertising	3
BUS. 201 Business Law	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Intro to MS Office Suite	2
COOP 670 Vocational Co-Op Education	1-4
FASH 117 Creating a Personal Image	3
FASH 119 Clothing, Culture & Society	3
FASH/FCS 150 History of Costume.	3
FASH 153 Apparel & Home Fashion Analysis	3
INTD 110 Environmental Design	3
TOTAL REQUIRED UNITS IN MAJOR AREA.	29.5

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

GENERAL MERCHANDISING CERTIFICATE

Required Courses	Units
ACTG 100 Accounting Procedures	1.5
BUS. 101 Human Relations.	3
BUS. 115 Business Mathematics.	3
BUS. 170 Selling Fundamentals	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 190 Retailing, E-Commerce & Buying.	3
FASH 113 Textiles	3
FASH 151 Fashion Merchandising.	3
FASH 152 Visual Merchandising	3
FASH 670 Vocational Co-Op Education	1

Plus a selection of 3 units from the following:

ACTG 100 Accounting Procedures	1.5
ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
ART 301 Design.	2-3
BUS. 100 Intro to Business.	3
BUS. 103 Intro to Business Information Systems	3
BUS. 150 Small Business Management.	3
BUS. 175 Advertising	3
BUS. 201 Business Law	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Intro to MS Office Suite	2
COOP 670 Vocational Co-Op Education	1-4
FASH 117 Creating a Personal Image	3
FASH 119 Clothing, Culture & Society	3
FASH/FCS 150 History of Costume.	3
FASH 153 Apparel & Home Fashion Analysis	3
INTD 110 Environmental Design	3
TOTAL REQUIRED UNITS	29.5

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN IMAGE CONSULTING

Required Core Courses	Units
ART 301 Design	3
FASH 113 Textiles	3
FASH 117 Creating a Personal Image	3
FASH 119 Clothing, Culture & Society	3
FASH 151 Fashion Merchandising.	3
FASH 152 Visual Merchandising	3
FASH 153 Apparel & Home Fashion Analysis	3
FASH 160 Business of Image Consulting.	2
FASH 670 Vocational Co-Op Ed	1
SPCH 100 Fundamentals of Speech or SPCH 120 Interpersonal Communication	3

Plus a selection of 3 units from the following:

ACTG 100 Accounting Procedures	1.5-3
BUS. 150 Small Business Management.	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 190 Retailing, E-Commerce & Buying.	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Intro to MS Office Suite	2
FASH/FCS 150 History of Costume.	3
FASH 156 Fashion Shows & Special Events	3
PSYC 100 General Psychology.	3
TOTAL REQUIRED UNITS IN MAJOR AREA	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

IMAGE CONSULTING CERTIFICATE

Required Courses	Units
ART 301 Design	3
FASH 113 Textiles	3
FASH 117 Creating a Personal Image	3
FASH 119 Clothing, Culture, & Society	3
FASH 151 Fashion Merchandising.	3
FASH 152 Visual Merchandising	3
FASH 153 Apparel & Home Fashion Analysis	3
FASH 160 Business of Image Consulting.	2
FASH 670 Vocational Co-Op Education	1
SPCH 100 Fundamentals of Speech or	
SPCH 120 Interpersonal Communications.	3

Plus a selection of 3 units from the following:

ACTG 100 Accounting Procedures	1.5-3
BUS. 150 Small Business Management.	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 190 Retailing, E-Commerce & Buying.	3
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 200 Intro to MS Office Suite	2
FASH/FCS 150 History of Costume.	3
FASH 156 Fashion Shows & Special Events	3
PSYC 100 General Psychology.	3
TOTAL REQUIRED UNITS.	30

HOSPITALITY ADMINISTRATION

This is the leading industry in the Bay Area. The hospitality field includes hotels, restaurants, clubs, convention bureaus, meeting planning and transportation services. Skyline offers two certificate and degree programs tailored to this industry.

Hotel and Restaurant Operations provides training in room administration, food and beverage management, management principles, marketing and supervisory techniques.

Meeting and Convention Planning focuses on meeting design, budgeting, program planning, logistics, evaluation and analysis, and meeting markets. These programs open the door to employment in the industry by integrating an opportunity for practical work experience as a part of the education.

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN HOTEL OPERATIONS

Required Core Courses	Units
ACTG 100 Accounting Procedures	3
BUS. 401 Business Communications	3
H.R. 100 Intro to Hospitality & Travel.	3
H.R. 101 Hospitality Marketing	3
H.R. 103 Food & Beverage Operations	2
H.R. 104 Rooms Administration	3
H.R. 110 Hospitality Law	2
H.R. 670 Hotel Work Experience.	3
MGMT 235 Techn. of Supervision	3

Plus a selection of 6 units from the following:

ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
BUS. 101 Human Relations at Work	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 201 Business Law	3
H.R. 105 Hotel Information Systems	3
H.R. 108 Intro to Meetings/Convention Mgmt	3
H.R. 112 Princ of Meetings/Convention Mgmt.	3
TOTAL REQUIRED UNITS IN MAJOR AREA	31
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

HOTEL OPERATIONS CERTIFICATE

Required Courses	Units
ACTG 100 Accounting Procedures	3
H.R. 100 Intro to Hospitality & Travel.	3
H.R. 101 Hospitality Marketing	3
H.R. 103 Food & Beverage Operations	2
H.R. 104 Rooms Administration	3
H.R. 110 Hospitality Law.	2
H.R. 670 Hotel Work Experience.	3
MGMT 235 Techniques of Supervision	3

Plus a selection of 6 units from the following:

ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
BUS. 101 Human Relations at Work	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 201 Business Law	3
BUS. 401 Business Communications	3
H.R. 102 Property & Equipment Systems	3
H.R. 105 Hotel Information Systems	3
H.R. 210 Hotel Real Estate Development.	3
TOTAL REQUIRED UNITS.	28

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MEETINGS AND CONVENTION MANAGEMENT

Required Core Courses	Units
ACTG 100 Accounting Procedures	3
BUS. 101 Human Relations at Work	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 401 Business Communications	3
ECON 100 Princ. of Macroeconomics.	3
H.R. 100 Intro to Hospitality & Travel.	3
H.R. 108 Intro to Meetings/Convention Mgmt..	3
H.R. 110 Hospitality Law.	2
H.R. 112 Princ. of Meetings/Convention Mgmt..	3

Plus a selection of 6 units from the following:

ACTG 121 Financial Accounting	3
ACTG 131 Managerial Accounting.	3
BUS. 107 Dealing with Difficult People	1
BUS. 109 Working with People Worldwide	1
BUS. 123 Statistics.	3
BUS. 201 Business Law	3
H.R. 104 Rooms Administration	3
H.R. 103 Food & Beverage Operations	2
H.R. 670 Hotel Work Experience	1-4
TOTAL REQUIRED UNITS IN MAJOR AREA	32
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

MEETINGS AND CONVENTION MANAGEMENT CERTIFICATE

Required Courses	Units
ACTG 100 Accounting Procedures	3
BUS. 101 Human Relations at Work	3
BUS. 180 Fundamentals of Marketing.	3
BUS. 401 Business Communications	3
ECON 100 Princ of Macroeconomics	3
H.R. 100 Intro to Hospitality & Travel.	3
H.R. 108 Intro to Meetings/Convention Mgmt..	3
H.R. 110 Hospitality Law.	2
H.R. 112 Princ of Meetings/Convention Mgmt.	3
H.R. 670 Hotel Work Experience.	3
TOTAL REQUIRED UNITS.	29

LIBERAL ARTS

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN LIBERAL ARTS

Requirements:

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

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

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

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

LIFESPAN

The Lifespan major gives students breadth of knowledge in developmental stages from birth to death. Its core curriculum combines child development, family studies, and gerontology courses and may lead to further studies in any of these majors at a baccalaureate university. Students completing the Lifespan major or certificate program will have knowledge of children's growth and educational requirements, family issues and dynamics, and the needs of the elderly.

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN LIFESPAN

Required Core Courses	Units
ECE. 201 Child Development or	
PSYC 201 Child Development.	3
ECE./FCS 212 Child, Family & Community	3
FCS 392 Life Cycle.	3
GERO 101 Health and Aging.	3

Plus a selection of 6 units from the following:

BIOL 130 Human Biology	3
ECE. 214/ Child-Parent Relations or	
FCS 213 Child-Parent Relations	3
FCS 310 Nutrition	3
GERO 102 Essentials of Care of the Older Adult	3
HSCI 100 General Health Education	3
HSCI 130 Human Sexuality.	3
HSCI 150 Death & Dying.	3
HSCI 665 Life Styles - Health Issues	5-2
HUM. 106 The Awakening of Individuality	3
PSYC/SOCI 110 Courtship, Marriage & Family	3
PSYC 200 Developmental Psychology	3
PSYC 301 Psychology of Personal Development	3
ECE. 670 or HSCI 670 Co-Op Education.	1-4
TOTAL REQUIRED UNITS IN MAJOR AREA	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

LIFESPAN CERTIFICATE

Required Courses	Units
ECE. 201 Child Development or	
PSYC 201 Child Development.	3
ECE./FCS 212 Child, Family & Community	3
FCS 392 Life Cycle.	3
GERO 101 Health and Aging.	3

Plus a selection of 6 units from the following:

BIOL 130 Human Biology	3
ECE. 214/ Child-Parent Relations or	
FCS 213 Child-Parent Relations	3
FCS 310 Nutrition	3
GERO 102 Essentials of Care of the Older Adult	3
HSCI 100 General Health Education	3
HSCI 130 Human Sexuality.	3
HSCI 150 Death & Dying.	3

HSCI 665 Life Styles – Health Issues	5-2
HUM. 106 The Awakening of Individuality	3
PSYC/SOCI 110 Courtship, Marriage & Family	3
PSYC 200 Developmental Psychology	3
PSYC 301 Psychology of Personal Development	3
ECE. 670 or HSCI 670 Co-Op Education.	1-4
TOTAL REQUIRED UNITS	18

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 190 Beginning Programming in C.	3

Plus at least 3 units from the following:	
MATH 200 Statistics	4
MATH 201 Quantitative Reasoning	3
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations.	3
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
TOTAL REQUIRED UNITS IN MAJOR AREA	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

MUSIC

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN MUSIC

Required Core Courses	Units
MUS. 100 Fundamentals of Music.	3
MUS. 301 Piano I	2
MUS. 110 Theory Seminar.	3
MUS. 111 Theory Workshop	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	1-2
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. 430 Concert Band	1-2-3
MUS. 450 Jazz Band	1-2-3
MUS. 470 College Choir	2-3
TOTAL REQUIRED UNITS IN MAJOR AREA	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

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

NATURAL SCIENCE

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN NATURAL SCIENCE

Required Core Courses	Units
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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 190 Beginning Programming in C.	3
GEOL 210 General Geology	4
GEOL 220 Historical Geology	4
PHYS 210 General Physics I	4
PHYS 220 General Physics II	4
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III.	4
TOTAL REQUIRED UNITS IN MAJOR AREA	18-24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

PARALEGAL, LEGAL ASSISTANT

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

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

Required Core Courses	Units
BUS. 201 Business Law	3
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word	1

CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word	2
LEGL 240 Introduction to Law	3
LEGL 245 Legal Operations	3
LEGL 250 Legal Research.	3
LEGL 252 Princ of Civil/Admin. Process	3

Plus a selection of 9 units from the following:

BUS. 140 Security Investments.	3
BUS. 264 Labor Law/Collective Bargaining.	3
BUS. 401 Business Communications	3
CAOT 104 Intro to Computers with Windows I	1.5
COOP 670 Vocational Co-Op Ed.	1-4
H.R. 110 Hospitality Law.	2
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	1-4
LEGL 690 Special Projects	1-3
LSCI 105 Online Research	3
LSCI 106 Online Research I	1
LSCI 107 Online Research II	1
LSCI 108 Online Research III.	1
PHIL 103 Critical Thinking.	3
PLSC 301 Calif. State & Urban Government	3
R.E. 100 Real Estate.	3
TOTAL REQUIRED UNITS IN MAJOR AREA	27

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

PARALEGAL, LEGAL ASSISTANT CERTIFICATE

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

Plus a selection of 9 units from the following:

BUS. 140 Security Investments.	3
BUS. 264 Labor Law/Collective Bargaining.	3
BUS. 401 Business Communications	3
CAOT 104 Intro to Computers with Windows I	1.5
COOP 670 Vocational Co-Op Ed.	1-4
H.R. 110 Hospitality Law	2
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	1-4
LEGL 690 Special Projects	1-3
LSCI 105 Online Research	3
LSCI 106 Online Research I	1
LSCI 107 Online Research II	1
LSCI 108 Online Research III.	1
PHIL 103 Critical Thinking.	3
PLSC 301 Calif. State & Urban Government	3
R.E. 100 Real Estate Principles.	3
TOTAL REQUIRED UNITS.	27

PHYSICAL EDUCATION

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PHYSICAL EDUCATION

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

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

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

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

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

PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PSYCHOLOGY

Required Core Courses	Units
CAOT 110 Survey of PC Applications or BUS. 103 Intro to Business Information Systems.	3
PHIL 103 Critical Thinking or PHIL 200 Intro to Logic.	3
PSYC 100 General Psychology.	3
PSYC 105 Experimental Psychology.	3
PSYC/ECE. 201 Child Development	3
PSYC 410 Abnormal Psychology.	3

Plus a selection of 6 units from the following:

PSYC/SOCI 110 Courtship, Marriage & Family	3
PSYC 171 Quantitative Reasoning in Psychology	3
PSYC 200 Developmental Psychology	3
PSYC 268 Black Psychology	3
PSYC 300 Social Psychology	3
PSYC 301 Psychology of Personal Development	3
PSYC 390 Psychology of Consciousness	3
PSYC 665 Special Topics in Psychology5-2
TOTAL REQUIRED UNITS IN MAJOR AREA	24

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

RECREATION EDUCATION

The key to the success of any recreational activity may be found in the quality of its leadership. The Recreation Certificate prepares students for careers as paraprofessionals in all areas of recreation.

The recreational leader is called upon to provide many services. They may operate community centers, camps, nature centers, playgrounds, and areas where recreational activities occur. They supervise arts and crafts, drama, dance activities, and sporting activities of all types. The recreation leader will be prepared to work with individuals of all ages from preschool to the older citizen. The following courses are designed to prepare students either to become practicing recreation leaders or to transfer to the university in order to broaden their horizons.

Students who are interested in pursuing a future in the fields of Recreation/Physical Education/Athletics should see the division dean for information relating to the availability of the following courses.

MUNICIPAL RECREATION CERTIFICATE

Required Courses	Units
REC. 100 Intro to Recreation.	3
REC. 121, 122, 123, 124 Recreation Leadership & Field Work (Must take two out of four).	6
REC. 130 Performing Arts in Recreation	3
REC. 140 Rec. Prog. Planning/Organization	3
REC. 150 Rec. for Special Groups	3
REC. 160 Social Recreation Leadership	3

REC. 300 Intro to Park Rec. Facilities	2
P.E. 100 Nature & Scope of Physical Ed..	2

Suggested Electives:

REC. 170 Camping Leadership & Outdoor Ed.	3
COOP 670 Vocational Co-Op Ed.	1-4
TOTAL REQUIRED UNITS.	25

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/Technologies Division Office on the first day of the preceding Spring semester. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately 25 students are admitted to the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Respiratory Therapy Program, please call 738-4382.

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

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

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

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RESPIRATORY THERAPY

Required Core Courses	Units
RPTH 400 Patient & Health Care Concerns.	2
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques	3
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology.	3
RPTH 430 Intro to Respiratory Therapeutics.	6
RPTH 438 Clinical Clerkship I	1
RPTH 445 Respiratory Diseases I	2
RPTH 448 Clinical Clerkship II	2

RPTH 450 Respiratory Diseases II.	3
RPTH 458 Clinical Clerkship III	6
RPTH 460 Respiratory Critical Care	4
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care	2
RPTH 480 Pulmonary Function Testing.	1.5
RPTH 484 Medical Terminology for Respiratory Therapy.	2
RPTH 485 Clinical Medicine Seminar	2
RPTH 488 Clinical Clerkship IV.	6
RPTH 490 Neonatal/Pediatric/ Rehabilitative Respiratory Care	3
RPTH 495 Respiratory Care Board Exam Prep/Review	2
TOTAL REQUIRED UNITS IN MAJOR AREA.	50.5

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

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

SPANISH

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPANISH

Required Core Courses	Units
SPAN 110 Elementary Spanish 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.	6
SPAN 130 Intermediate Spanish	3
SPAN 140 Advanced/Intermediate Spanish.	3
SPAN 161 Readings in Spanish American Lit. I	3
SPAN 162 Readings in Spanish American Lit. II.	3
TOTAL REQUIRED UNITS IN MAJOR AREA	22-24

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

SPEECH

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPEECH

Required Core Courses	Units
SPCH 100 Fundamentals of Speech	3
SPCH 111 Oral Interpretation of Literature.	3
SPCH 120 Interpersonal Communication	3
SPCH 127 Argumentation	3
SPCH 130 Voice & Articulation	3
SPCH 150 Communicating Across Cultures	3

Plus a selection of 3 units from the following:

ENGL 110 Composition, Literature & Critical Thinking	3
ENGL 165 Critical Thinking/Adv. Composition.	3
PHIL 200 Intro to Logic.	3
SPCH 128 Forensics.	5-1
TOTAL REQUIRED UNITS IN MAJOR AREA	21

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

SURGICAL TECHNOLOGY

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

ADMISSION PROCEDURES AND REQUIREMENTS

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

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

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

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

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

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

TELECOMMUNICATIONS TECHNOLOGY

This program has been designed to serve students entering the field as well as those who are seeking to upgrade their skills in specific areas of telecommunications and provide a hands-on approach to learning in the areas of the transport backbone, networking, computer repair, and wiring and installation. Instruction focuses on both the theory and the practical application of telecommunications. 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 the Telecommunications 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 the Telecommunications Technology Certificate and Endorsement Certificates independent of their Associate Degree studies.

Note: A grade of “C” or better will be required for all courses applied to the Associate Degree major, the Certificate of Completion, and/or the Endorsement certificates.

ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TELECOMMUNICATIONS TECHNOLOGY

Required Core Courses	Units
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 105 Intro to Computers with Windows II	1
TCOM 100 Survey of Telecommunications	3
TCOM 405 Electrical Fundamentals for Telecommunications.	6
TCOM 410 Installation & Wiring Practices for TCOM	6
TCOM 420 Fundamentals of Signal Transmission	6
TCOM 440 Fundamentals of Data Communications	6

Plus a selection of 6 units from the following:

TCOM 451 PC Configuration & Repair	6
TCOM 452 A+ Certification Exam Preparation.	1
TCOM 460 Fiber Optics Technology	6
TCOM 462 Switching Technology.	3
TCOM 470 Broadband Networking.	3
TCOM 480 Intro to Local Area Networks (LAN)	3
TCOM 481 Adv. Local Area Networks (LAN)	3
TCOM 482 Introduction to Routers.	3
TCOM 483 Network Switches – Concepts and Applications	3
TCOM 484 Routing Concepts and Applications	3
TCOM 490 Technical Overview of the Internet.	3
TCOM 681 Switching Technology.	3
TOTAL REQUIRED UNITS IN MAJOR AREA.	35.5

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

TELECOMMUNICATIONS TECHNOLOGY CERTIFICATE

Students should consult their counselor for specific information about program course sequencing, advanced placement, and employment opportunities.

Required Courses	Units
CAOT 104 Intro to Computers with Windows I	1.5
CAOT 105 Intro to Computers with Windows II	1
TCOM 100 Survey of Telecommunications	3
TCOM 405 Electrical Fundamentals for Telecommunications.	6
TCOM 410 Installation & Wiring Practices for TCOM	6
TCOM 420 Fundamentals of Signal Transmission	6
TCOM 440 Fundamentals of Data Communications	6

Plus a selection of 6 units from the following:

TCOM 451 PC Configuration & Repair	6
TCOM 452 A+ Certification and Repair.	1
TCOM 460 Fiber Optics Technology	6
TCOM 462 Switching Technology.	3
TCOM 470 Broadband Networking.	3
TCOM 480 Intro to Local Area Networks (LAN)	3
TCOM 481 Adv. Local Area Networks (LAN)	3
TCOM 482 Introduction to Routers.	3
TCOM 483 Network Switches – Concepts and Applications	3
TCOM 484 Routing Concepts and Applications	3
TCOM 490 Technical Overview of the Internet.	3
TCOM 681 Switching Technology	3
TOTAL REQUIRED UNITS	35.5

NETWORKING ENDORSEMENT CERTIFICATE

Required Courses	Units
TCOM 480 Intro to Local Area Networks.	3
TCOM 481 Adv. Local Area Networks.	3
TCOM 482 Introduction to Routers	3

Plus one of the following:

TCOM 410 Wiring & Installation Practices	6
TCOM 451 PC Configuration & Repair	6
TCOM 483 Network Switches – Concepts and Applications	3
TCOM 484 Routing Concepts and Applications	3
TCOM 490 Technical Overview of the Internet.	3
TOTAL REQUIRED UNITS.	12-15

PC CONFIGURATION & REPAIR ENDORSEMENT CERTIFICATE

Required Courses	Units
ELEC 110 Fundamentals of Electronics or	3
TCOM 405 Electrical Fundamentals of TCOM.	6
TCOM 451 PC Configuration & Repair	6
TOTAL REQUIRED UNITS	9-12

WIRING & INSTALLATION ENDORSEMENT CERTIFICATE

Required Courses	Units
TCOM 405 Electrical Fundamentals of TCOM.	6
TCOM 410 Wiring & Installation Practices	6
TCOM 460 Fiber Optic Technology.	6
TOTAL REQUIRED UNITS	18

UNIVERSITY STUDIES

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

ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN UNIVERSITY STUDIES

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

Option 1: California State University Pattern

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

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

Option 2: University of California Pattern

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

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

Option 3: Independent University Pattern

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

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

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

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OTHER EDUCATIONAL OPPORTUNITIES AT SAN MATEO COUNTY COMMUNITY COLLEGES

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

CAÑADA COLLEGE

Programs

Drama
Engineering
Fashion Design
Human Services
Interior Design
Multimedia
Radiologic Technology

Athletics

Men's Tennis
Women's Tennis

CAÑADA OFF-CAMPUS CENTERS

Downtown Center

900 Main Street
Redwood City, CA 94063
(650) 599-9307

OICW/Menlo Park Learning Center

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

CAÑADA COLLEGE

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

COLLEGE OF SAN MATEO

Programs

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

Athletics

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

COLLEGE OF SAN MATEO

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